# USER MANUAL
## DEEP ARCHIVE MANAGER

Version 3.7 - June 2014
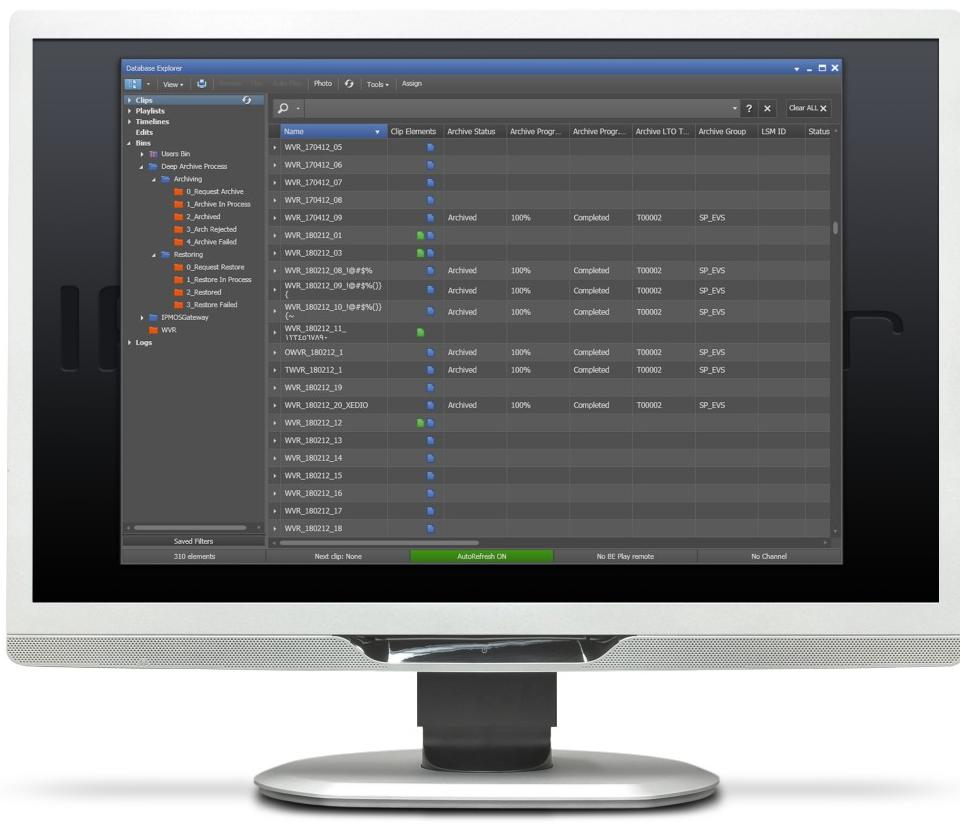
IP2Archive

EVS

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## Improvement Requests

Your comments will help us improve the quality of the user documentation. Do not hesitate to send improvement requests, or report any error or inaccuracy on this user manual by e-mail to doc@evs.com.

## Regional Contacts

The address and phone number of the EVS headquarters are usually mentioned in the Help > About menu in the user interface.

You will find the full list of addresses and phone numbers of local offices either at the end of this user manual (for manuals on hardware products) or at the following page on the EVS website: http://www.evs.com/contacts.

## User Manuals on EVS Website

The latest version of the user manual, if any, and other user manuals on EVS products can be found on the EVS download center, on the following webpage: http://www.evs.com/downloadcenter.

# Table of Contents

# What's New

In the Deep Archive Manager user manual the icon  has been added on the left margin to highlight information on new and updated features.

The changes linked to new features in version 3.7 are listed below.

**Context-sensitive help is now available.**

•   See section "Main Window" on page "26".

**The version of the application and the validity of the license are checked at startup.**

•   See section "Version and License Check" on page "24".

**The application about box now also displays the database name and version and the date until which the license is valid.**

•   See section "Main Window" on page "26".

**The username of the person that is currently logged in is displayed next to the application title.**

•   See section "Main Window" on page "26".

**A Resolution column has been added to each grid indicating the resolution of the video file attached to the clip.**

•   See section "Clip Data" on page "32".

**A Source VarID column has been added indicating the VarID of the clip a high-resolution video file was linked to before it was partially restored.**

•   See section "Clip Data" on page "32".

**A Resolution search field has been added to the Archive Candidates, Refused, Archived, Online Copy Removed, Restored, Purged and Search tab.**

•   See section "How to Search for Clips" on page "62".

**The Hires Removed and Hires Remove Queue tab have been renamed to Online Remove Online Copy Queue and Online Copy Removed tab. The low-resolution video file can now be removed from the nearline storage after it has been archived.**

**Certain archive statuses have been renamed:**

•   Request remove hires > Request remove online copy

•   Removing hires > Removing online copy

•   Hires removed > Online copy removed

**A Partial column has been added indicating if the video file is a partial restore or not.**

•   See section "Restored Tab" on page "50".

**Added support for multiple tape groups. The LTO tape group can now be modified in the Archive Candidates, Refused and Purged tab before archiving.**

•   See section "Changing the Tape Group" on page "98".

**It is now possible to delete refused clips from the IP2Archive database.**

• See section "Deleting Refused Clips" on page "82".

**It is now possible to archive, restore and purge the low-resolution video file and remove it from the nearline storage.**

• See section "Archiving Low-Resolution Video Files" on page "76".

• See section "Manually Removing the Online Copy" on page "85".

• See section "Restoring Clips" on page "88".

• See section "Purging Clips" on page "90".

**The online status of the low-resolution video files is monitored and synchronized.**

• See section "Clip Data" on page "32".

**The user is now warned that a certain tape is missing from the LTO tape library when performing a restore or archive request.**

**Certain settings have been moved to the Configurator application. See the Configurator manual. Others have been completely removed.**

# 1. About the Application

## General Description

The Deep Archive Manager can be considered the portal to the deep archive system. It allows librarians to manage the nearline storage by archiving and restoring clips to and from the deep archive.

It displays the clips that have been requested to be archived or restored.

In the first case, the clips are displayed as archive candidates. A user can manually make a selection and accept or reject clips. The accepted clips will be archived to LTO tape, the refused clips will remain on the nearline storage. The archive process of each clip can be monitored. Once the process has been completed, the user gets an overview of all the clips that have been archived.

In the second case, the user can monitor the restore process of each clip .

Deep Archive Manager also allows the user to delete the high- and low-resolution video file of archived clips from the nearline storage, to purge archived clips from LTO tape or to restore archived clips to the nearline storage. Again, the status and progress of each of these processes can be monitored.

Deep Archive Manager can also be configured to automatically archive, refuse and purge particular types of clips, and to remove their high- or low-resolution video file from the nearline storage.

# Workflow

The diagram below shows the interactions between IPDirector and the various IP2Archive software components, and between the various IP2Archive software components and the HSM system. When IP2Archive interfaces with XenData's Digital Archive, Tape Storage Controller is replaced by File Transfer Daemon.
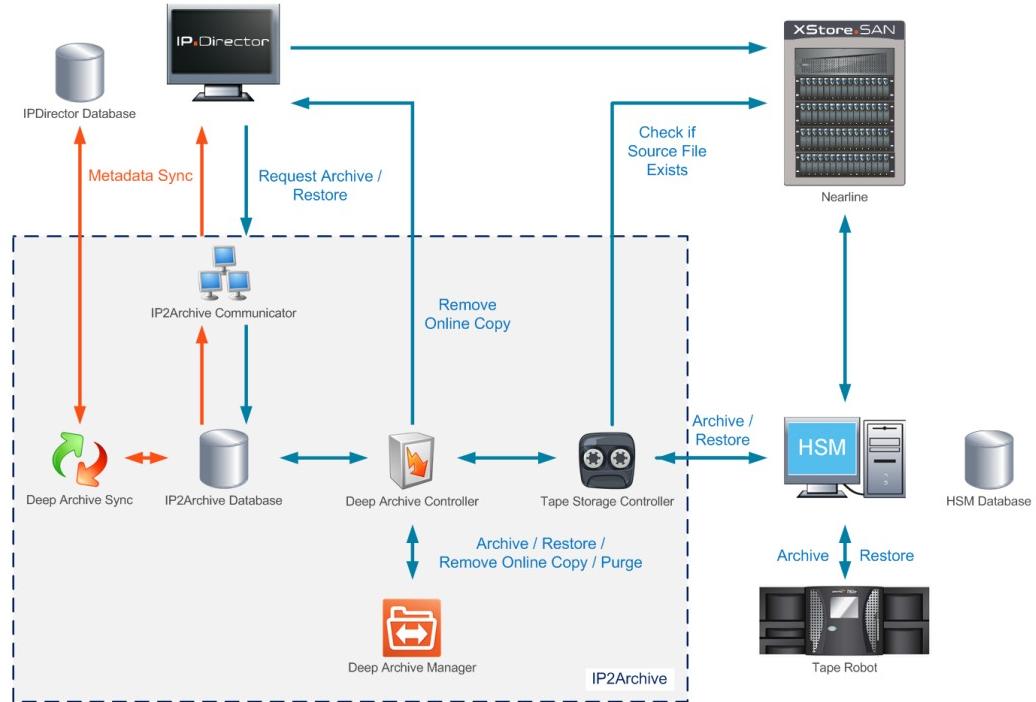
# 2. Installing IP2Archive

## 2.1. Installing IP2Archive for the First Time

To install the IP2Archive user applications and the IP2Archive related applications for the first time, proceed as follows:

1.  Double-click the `IP2Archive.exe` to launch the IP2Archive Setup Wizard.

    If the .NET Framework 4.0 Client Profile and/or Visual C++ 2010 SP1 Redistributable are not installed yet, the Prerequisites Wizard appears. Continue to step 2.
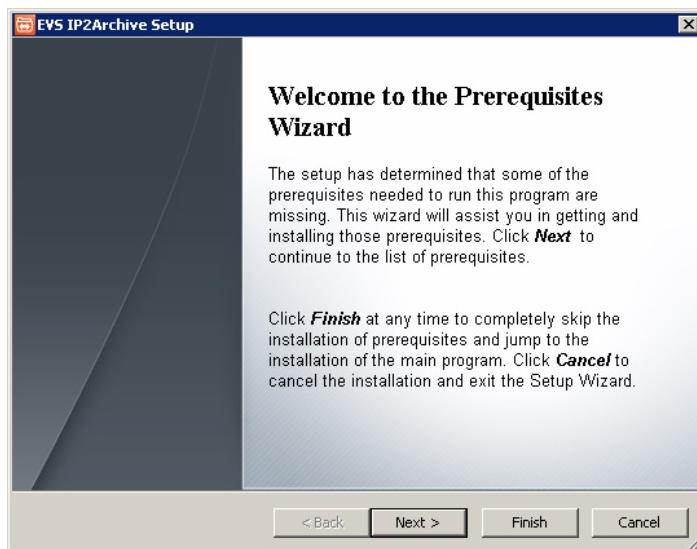


Otherwise, the Welcome screen appears. Continue to step 8.



2.  Click **Next** to continue.

3.  Select the check box of the prerequisite(s) to install and click **Next** to continue.
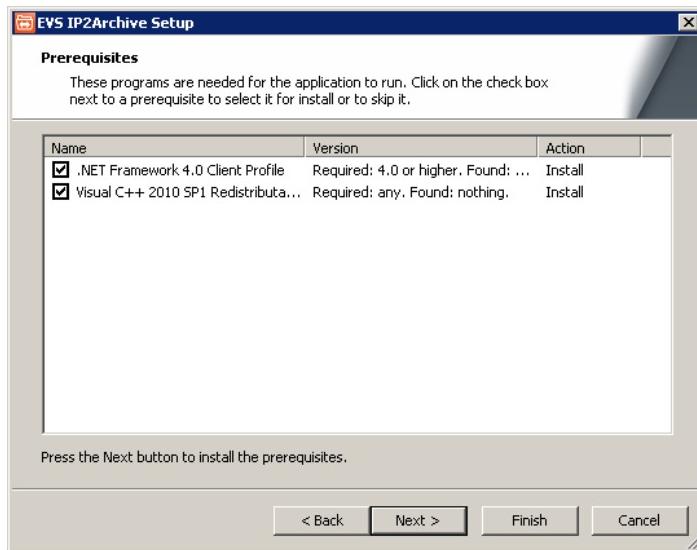


The first prerequisite you have selected is being installed, in this example the .NET Framework 4.0 Client Profile.
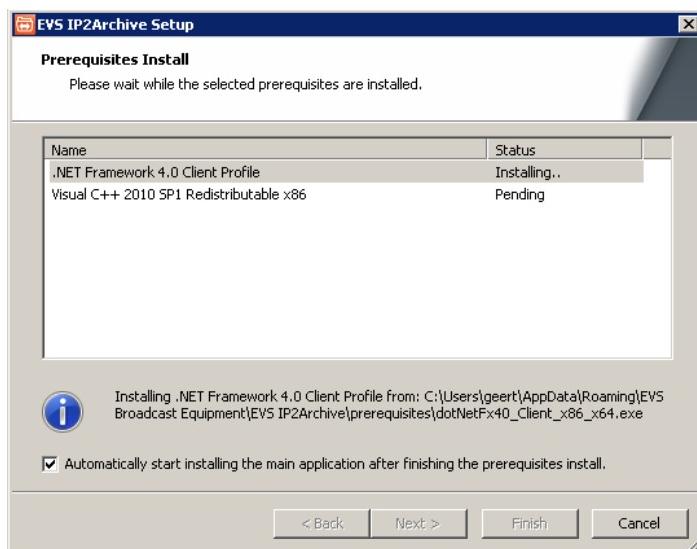
4. Accept the license terms and click **Install** to continue.



The .NET Framework is being installed.
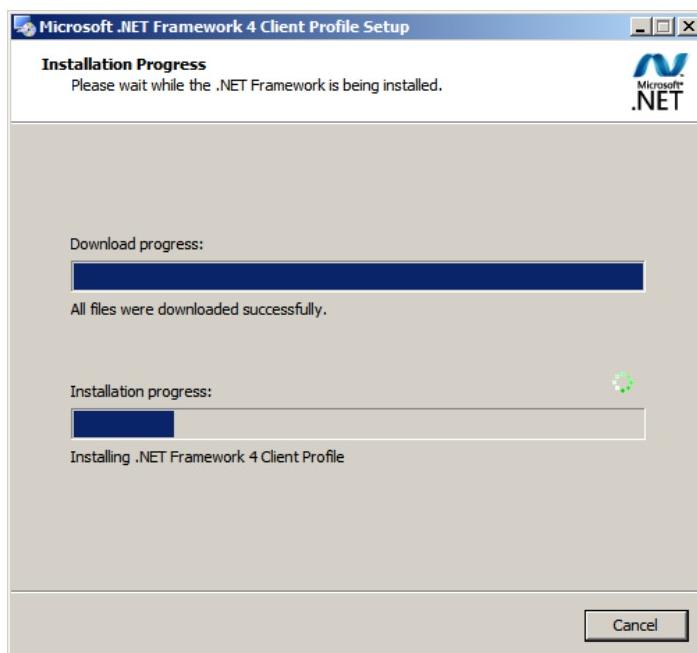
5. Click **Finish** to continue.
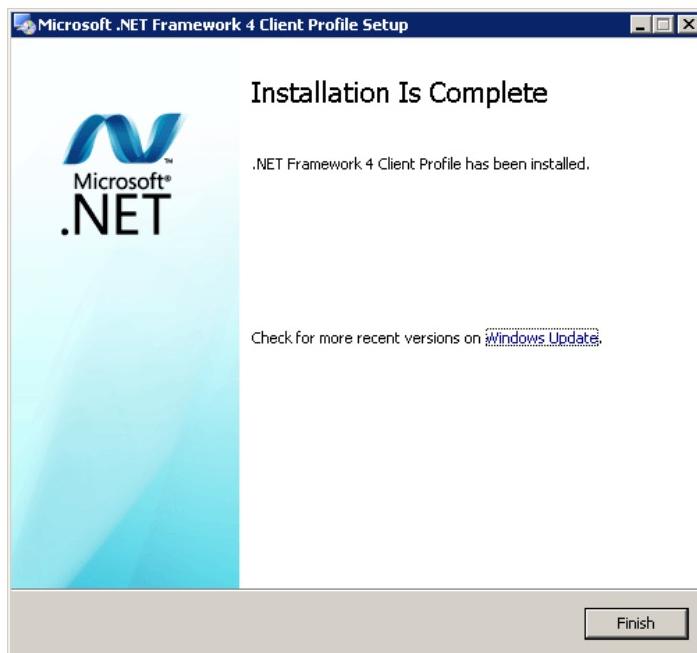


If selected, the IP2Archive installer will start installing the second prerequisite, in the example the Visual C++ 2010 SP1 Redistributable.
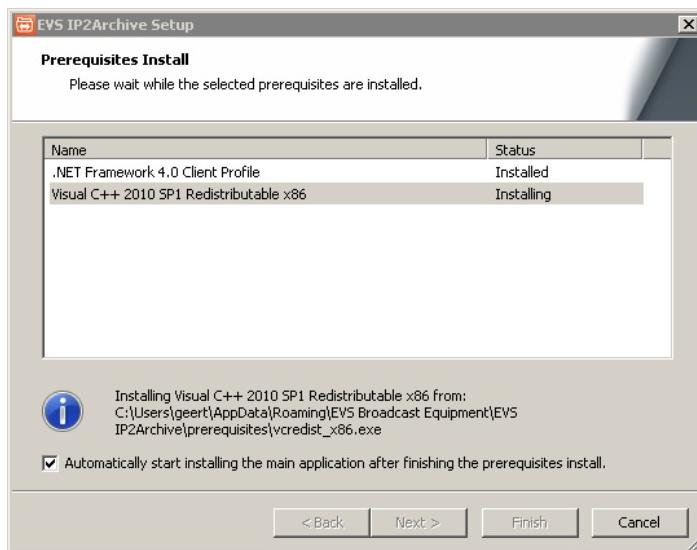
6. Accept the license terms and click **Install** to continue.
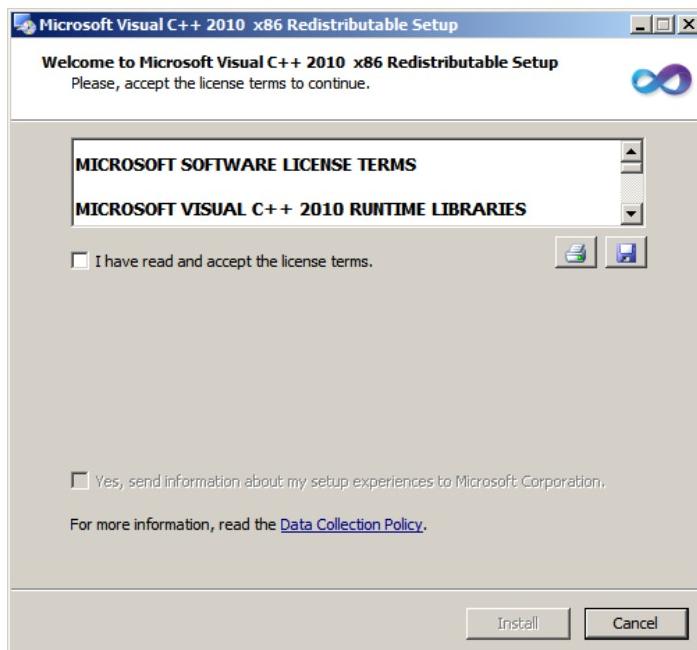


The Visual C++ 2010 SP1 Redistributable is being installed.
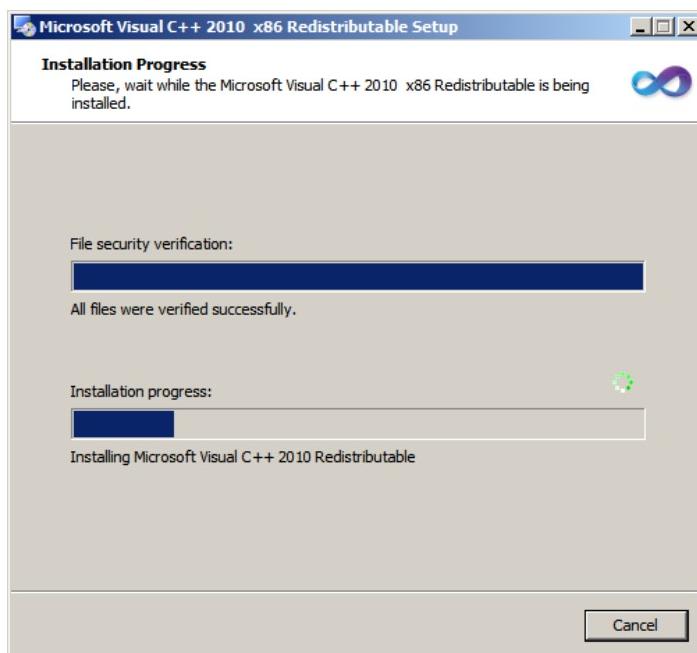
7. Click **Finish** to continue.



The Welcome screen appears.

8. Click **Next** to continue.

The End-User License Agreement screen appears.



9. Read the license agreement on using IP2Archive in your country. Accept the agreement and click **Next** to continue.

The Installation Folder screen appears.



10. Select the folder where the application has to be installed and click **Next** to continue.

    By default, the application will be installed in the following folder:

    ◦ `C:\Program Files\EVS Broadcast Equipment\IP2Archive\`
       (for 32-bit machines)

    ◦ `C:\Program Files (x86)\EVS Broadcast Equipment\IP2Archive\`
       (for 64-bit machines).

    The Setup Type screen appears.



11. Choose a setup type and click **Next** to continue.

    You can choose one of the following setup types:

    ◦ **Complete**: Installs all IP2Archive (user) applications and files. Continue to step 13. Note that the automatic IP2Archive applications cannot be installed with this installer.

◦ **Typical**: Installs the most common IP2Archive (user) applications, i.e. the database client software, Deep Archive Manager, the EVS Software Player, the IP2Archive documentation and the Microsoft Visual C++ 2010 SP1 Redistributable (if this has not been installed yet). Continue to step 13. By default, this installation type is selected.

◦ **Custom**: Allows you to select the IP2Archive (user) applications and files that have to be installed. The Custom Setup screen appears. Continue to step 12.

12. In the Custom Setup screen, select the applications that you want to install, and then click **Next** to continue.



The Custom Setup screen shows a tree view of the IP2Archive (user) applications and files that you can install. By default, Deep Archive Manager, the database client software, the EVS Software Player and the IP2Archive documentation are selected.

When you click a feature or subfeature, a description of the feature will be displayed and also the disk space requirements.

To add or remove a feature, click the arrow next to the feature name, and then choose one of the following options from the drop-down list:

◦ **Will be installed on local hard drive**: Installs the selected feature in the location shown under Installation Folder.

◦ **Entire feature will be installed on local hard disk**: Installs the selected feature and all subfeatures.

◦ **Feature will be installed when required**:The feature will be installed when you perform an action that requires it.

◦ **Entire feature will be unavailable**: For a new installation of IP2Archive, this option passes over the installation of the selected feature. For an existing installation, this option removes the feature from the installation. After you select this option, a red X appears on the feature tree next to the feature name.This option cannot be selected for the database client software and the EVS Software Player.

Click the **Reset** button to undo your selection.

13. Do one of the following:
    ◦ If no database client software has been installed yet, the Database Connection Creation screen appears.



Enter the IP address of the database server. The default port number, i.e. 1521, has already been entered. Click **Next** to continue.

◦ If the database client software has already been installed, the Database Selection screen appears.



Select the database name from the drop-down list and enter the username and password necessary to log onto the database. You can test the connection with the database by clicking the **Test Login** button. Click **Next** to continue.

To add a new database, click the **New Database** button and enter the database name (by default IP2A.EVS), the IP address and port number (by default 1521) of the machine that hosts the database, and the service name (by default TOM). You can test the connection with the database by clicking the **Test Login** button.

Click **Next** to continue.



14. Click **Install** to start the installation.

The selected applications will be installed.



15. If the installation has been completed, click **Finish** to exit the Setup Wizard.

   ◦ If the **View Readme File** check box is selected, a text file containing the IP2Archive release notes will be opened.

   ◦ If the second check box is selected, the Configurator application will be launched. This application will allow to configure the installed applications.

The installed IP2Archive applications and a link to the IP2Archive documentation will appear in the Windows Start menu.
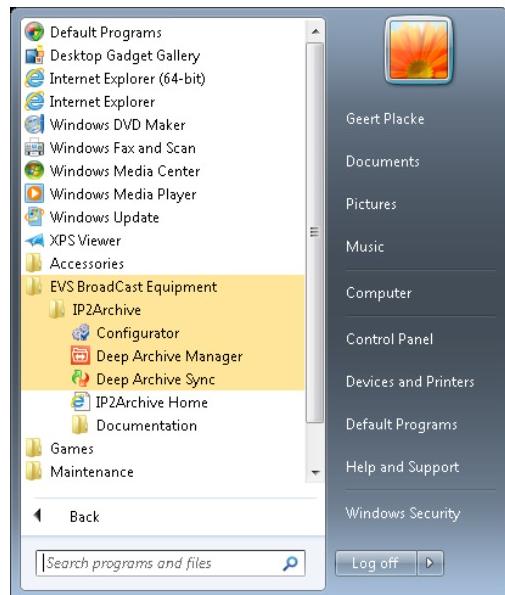
# 2.2.　Upgrading to a Newer Version

To upgrade IP2Archive to a newer version, proceed as follows:

1. Double-click the `IP2Archive.exe` to launch the IP2Archive Setup Wizard.



To install the new versions of the applications, follow the same steps as described in the procedure 'Installing the Application for the First Time'. See section "Installing IP2Archive for the First Time" on page "3".

2. Click **Next** to continue.

The previous version of IP2Archive will be uninstalled silently.

# 2.3. Modifying, Repairing or Removing the Installation

To modify, repair or remove the installation of IP2Archive, proceed as follows:

1. Double-click the `IP2Archive.exe` to launch the IP2Archive Maintenance Wizard.

   The Welcome screen appears.



2. Click **Next** to continue.

   The Modify, Repair or Remove Installation screen appears.



3. Do one of the following:

   ◦ If you want to modify the IP2Archive installation, e.g. add or remove certain applications, select **Modify** and click **Next**. Continue to step 4.

   ◦ If you want to repair the IP2Archive installation, e.g. fixing missing or corrupt files, shortcuts and registry entries, select **Repair** and click **Next**. Continue to step 6.

◦ If you want to remove the IP2Archive installation, select **Remove** and click **Next**. Continue to step 7.

4. In the Custom Setup screen, select the applications that you want to (de)install.



The Custom Setup screen shows a tree view of the IP2Archive (user) applications and files that you can install and deinstall. By default, the previously installed features are shown. When you click a feature or subfeature, a description of the feature will be displayed and also the disk space requirements.

To add or remove a feature, click the arrow next to the feature name, and then choose one of the following options from the drop-down list:

◦ **Will be installed on local hard drive**: Installs the selected feature in the location shown under Installation Folder.

◦ **Entire feature will be installed on local hard disk**: Installs the selected feature and all subfeatures.

◦ **Feature will be installed when required**:The feature will be installed when you perform an action that requires it.

◦ **Entire feature will be unavailable**: For a new installation of IP2Archive, this option passes over the installation of the selected feature. For an existing installation, this option removes the feature from the installation. After you select this option, a red X appears on the feature tree next to the feature name.This option cannot be selected for the database client software and the EVS Software Player.

Click the **Reset** button to undo your selection. Click **Next** to continue.

5.  Click **Install** to start the installation.



Any features that you have added in the Custom Setup screen will be installed. Any features that you have removed will be uninstalled. The installed features that you have not modified will be skipped. Continue to step 8.

6.  Click **Repair** to repair the installation of IP2Archive. Continue to step 8.

7. Click **Remove** to remove IP2Archive from your computer.



8. Click **Finish** to exit the Setup Wizard.

# 2.4.    Activating the IP2Archive Licenses in XSecure

## Overview Available IP2Archive Licenses

The following IP2Archive licenses are available:

- To be able to use the IP2Archive applications, the XSecure 'IP2Archive Base Package' software license is needed. This license also allows to handle 50 LTO tapes in the tape library and to use one instance of the IP2Archive database.

- To be able to handle an additional 50 tapes in the LTO tape library, the XSecure 'Number of Tapes' software license is needed.

- To be able to handle an unlimited number of tapes in the LTO tape library, the XSecure 'Unlimited Tapes' license is needed.

- To be able to perform partial restores with IP2Archive, the XSecure 'Partial Restore' software license is needed.

- To be able to launch the Deep Archive Manager, the XSecure 'Deep Archive Manager' software license is needed.

## How to Activate the Licenses in XSecure

The XSecure application is included in the application server setup.

To activate the license in XSecure, proceed as follows:

1. In the **Start** menu, select **Evs Broadcast Equipment > XSecure > XSecure Manager** to launch the XSecure application.

2. In XSecure, click the **Request** button in the **Operation** area at the bottom of the main window.
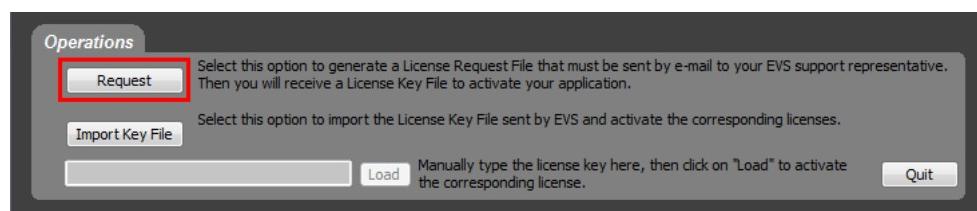


3. Store the .xml file generated by XSecure on your desktop and send it to the EVS Support.

4. When you receive the file containing the license key from the EVS Support, open XSecure and click the **Import Key File** button in the **Operation** area:
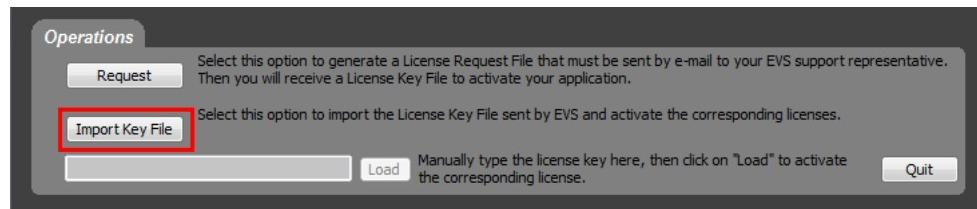


5. Select the file you have received and click **Open**.

The license key number is imported into XSecure, and the new license module is displayed in the **License List** area in XSecure.

# 3.     Starting the Application

## 3.1.     After Installation

Double-click the Deep Archive Manager icon to start the application. You can also start the application by double-clicking the executable file (.exe) in the installation folder.

The splash screen appears.



The application logs into the database. Then, the Settings window appears allowing you to configure the application.

See section "Configuring the Application" on page "119".

## 3.2.     After Configuration

Double-click the Deep Archive Manager icon to start the application. You can also start the application by double-clicking the executable file (.exe) in the installation folder.

The splash screen appears. The application logs into the database.

Then, a Login dialog box appears.
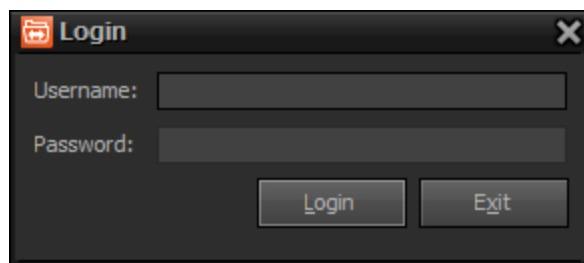


To be able to log into the application, you need to belong to a user group that has a role which allows to use the application.

Enter your username and password and click **Login**. The main window of the application opens.

### You get an error notification if:

- you have entered a wrong username or password.
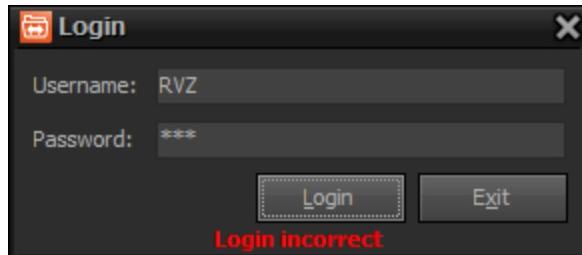


- you have omitted your username.
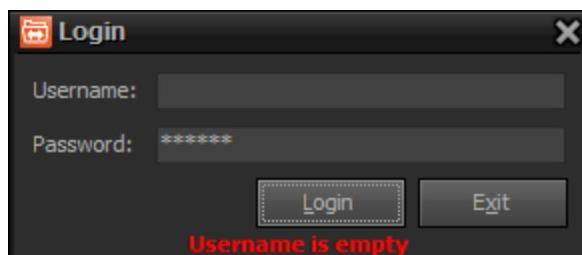


- you have insufficient user rights.
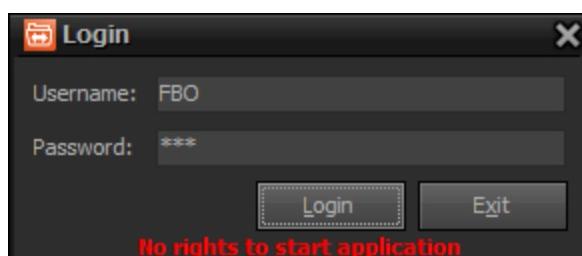


- your user account has expired.
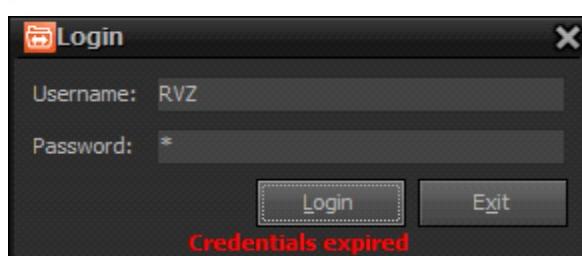


> ⚠ **Warning**
> If you have lost your password, a new password will have to be set in
> the Configurator. Contact your system administrator.

# 3.3. Version and License Check

## Introduction

NEW !

The version of the application and the validity of the application license will be checked when the application logs into the IP2Archive database at startup. The status of the version or the license that is returned is displayed on the application splash screen.
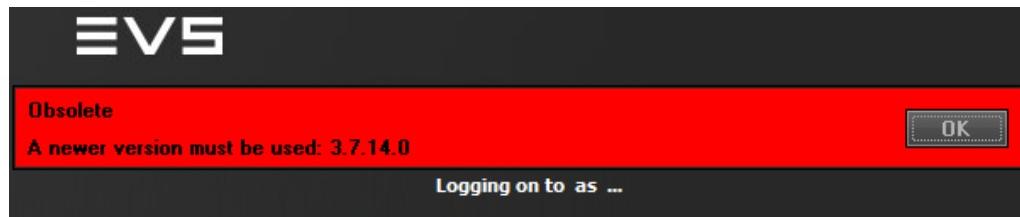


## Version and License Statuses

The following version and license statuses can be returned:

| Status | Description | Color | Action Required |
|--------|-------------|-------|-----------------|
| **Current** | The actual version of the application. | no color | No action required.<br><br>The application starts automatically. |
| **Outdated** | A newer version of the application exists, but this version can still be used.<br><br>The application version that should be installed is displayed. | red | Click **OK** to start the application at once.<br><br>By default, the application starts automatically after 10 seconds. |
| **Obsolete** | A newer version of the application exists and must be used. This version may not be used anymore.<br><br>The application version that should be installed is displayed. | red | Click **OK** to continue.<br><br>The application shuts down. |
| **Undefined** | The version of the application is not defined in the MAD database. | black | Click **OK** to continue.<br><br>The application shuts down. |

| Status | Description | Color | Action Required |
|---|---|---|---|
| **Beta** | A test version. | blue | Click **OK** to start the application.<br><br>By default, the application starts automatically after 10 seconds. |
| **License About to Expire** | The license period is about to expire. It is shown in how many days the license will expire.<br><br>Contact your system administrator or check the License Controller manual. | orange | Click **OK** to start the application at once.<br><br>By default, the application starts automatically after 10 seconds. |
| **License Expired** | The license period has expired. The date when the license expired is displayed.<br><br>Contact your system administrator or check the License Controller manual. | red | Click **OK** to continue.<br><br>The application shuts down. |
| **No Valid License** | There was no valid license found in the database.<br><br>Contact your system administrator or check the License Controller manual. | red | Click **OK** to continue.<br><br>The application shuts down. |
| **Maximum Licenses Reached** | The maximum number of instances <NUMBER OF LICENSES> for the license has been reached.<br><br>Contact your system administrator or check the License Controller manual. | red | Click **OK** to continue.<br><br>The application shuts down. |

# 4.      User Interface

## 4.1.      Main Window

### General Description

The main window displays the clips that have been requested to be archived, restored or purged. It allows the user to manually start the archive, online copy removal, restore or purge process for a selection of clips. It also allows to monitor the status and progress of these processes for each clip.

### Illustration

The main window contains the areas highlighted on the screenshot below:
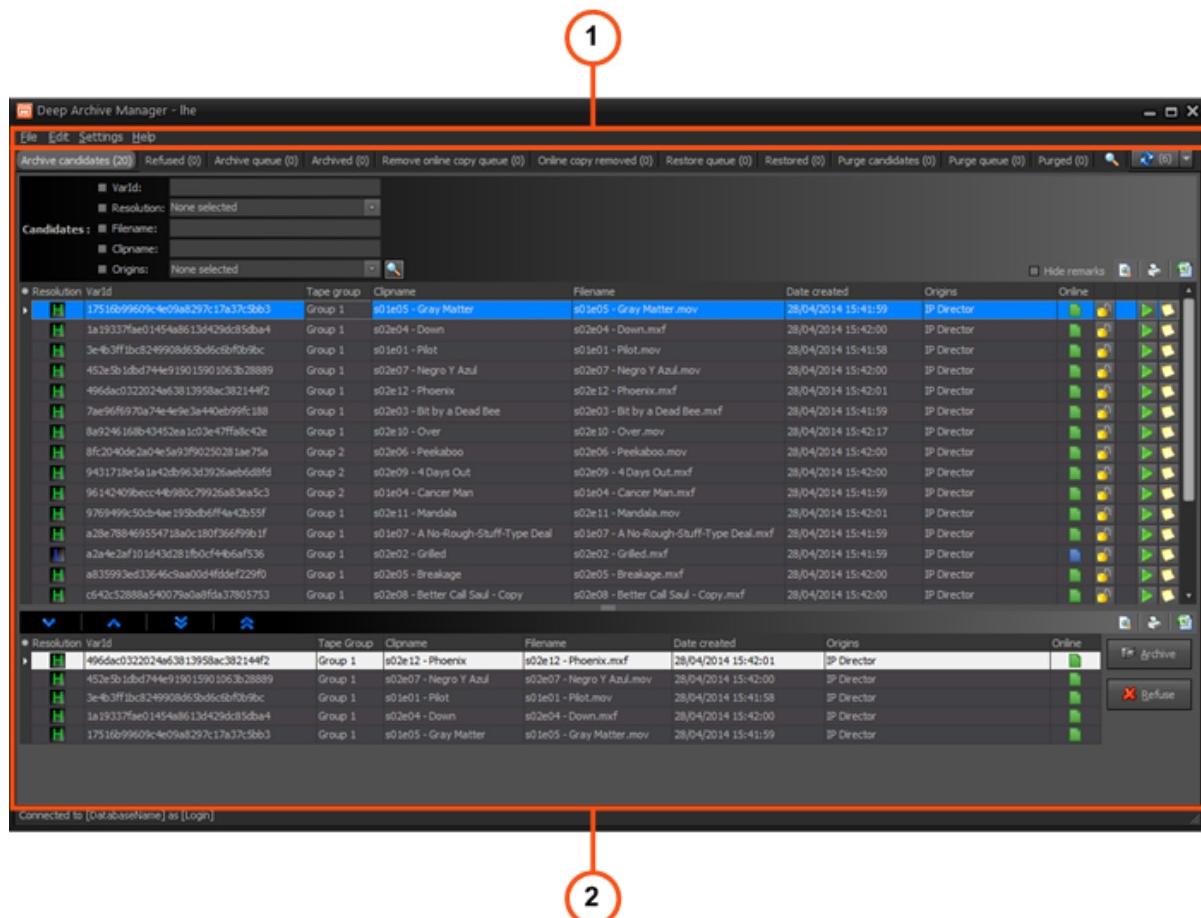
## Area Description

The table below describes the various parts of the main window:

| Part | Name | Description |
|------|------|-------------|
| 1. | Menu bar | The Menu bar contains four menus: **File**, **Edit**, **Settings** and **Help**. |
| 2. | Tabs | The tabs represent a stage in the archive, restore, purge or online copy removal process. They allow to select clips and manually start a process and to monitor the status and progress of each process. |

## Menu Bar

**NEW !** The menu bar contains four menus: **File**, **Edit**, **Settings** and **Help**.

### File Menu

The **File** menu contains only one command: **Exit**. It is used to exit the application. Click the **File** menu or use the keyboard shortcut keys **ALT** + **F** or **F10** + **F** to open it. Click **Exit** or use the keyboard shortcut key **X** to exit the application.

### Edit Menu

**NEW !** The **Edit** menu contains only one command: **Change All Groups**. It is used to change the LTO tape group of all or a selection of clips in the Archive Candidates tab. This command is only active in the Archive Candidates tab. Click the **Edit** menu or use the keyboard shortcut keys **ALT** + **E** to open it. See section "Changing the Tape Group" on page "98".

### Settings Menu

The **Settings** menu does not contain any commands. It immediately gives access to the application settings. Click the **Settings** menu or use the keyboard shortcut keys **ALT** + **S** or **F10** + **S** to access the settings.

### Help Menu

The **Help** menu contains the following commands: **Help**, **Context-Sensitive Help** and **About**.

With the **Help** command you can open the application help file.

**NEW !** With the **Context-Sensitive Help** command you can turn on or off the context-sensitive help mode. In context-sensitive help mode, when you click a user interface item, help for that item is displayed. You can also turn on or off context-sensitive help mode by pressing **F1**.

**NEW !** With the **About** command the application about box can be opened. The about box displays the application software version, the date until which the application license is valid, the name and version of the database the application is logged on to and the login name used.

Click **About** or use the keyboard shortcut key **A** to open the about box.



## Tabs

The main window contains twelve tabs. The table below briefly describes the function of each tab.

| Tab | Description |
|---|---|
| **Archive Candidates** | This tab shows a list of clips whose high- or low-resolution video file has been requested to be archived. |
| | You can search for and select the clips you want to archive, if necessary change the LTO tape group they will be archived to and start the archive process. |
| | You can also refuse certain clips from being archived. See section "Archive Candidates Tab" on page "33". |
| **Refused** | This tab shows a list of clips that have been manually or automatically refused in the Archive Candidates tab. |
| | You can search for and select the clips whose high- or low-resolution video file you want to archive after all, make a selection, if necessary change the LTO tape group it will be archived to and start the archive process. |
| | You can also delete clips from Deep Archive Manager and from the database. See section "Refused Tab" on page "36". |
| **Archive Queue** | This tab shows a list of clips whose high- or low-resolution video file has been requested to be archived. |
| | You can change the order in which the files will be archived and also monitor the progress and status of the archive process. See section "Archive Queue Tab" on page "39". |

| Tab | Description |
|---|---|
| **Archived** | This tab shows a list of clips whose high- or low-resolution video file has been archived on LTO tape.<br><br>It also shows the clips whose high- or low-resolution video file has been fully restored to the nearline storage.<br><br>You can search for and select the clips whose high- or low-resolution video file you want to remove from the nearline storage, make a selection and start the removal process. See section "Archived Tab" on page "41". |
| **Remove Online Copy Queue Tab** | This tab shows a list of clips whose high- or low-resolution video file has been manually or automatically requested to be removed from the nearline storage.<br><br>You can monitor the progress and status of the removal process. See section "Remove Online Copy Queue Tab" on page "44". |
| **Online Copy Removed Tab** | This tab shows a list of clips whose high- or low-resolution video file has been removed from the nearline storage.<br><br>You can search for and select the clips whose low-resolution video file is still online, make a selection and start the archive process.<br><br>You can also search for and select the clips whose high- or low-resolution video file is no longer online, make a selection and start the restore process. See section "Online Copy Removed Tab" on page "45". |
| **Restore Queue Tab** | This tab shows a list of clips whose high- or low-resolution video file has been requested to be restored to the nearline storage.<br><br>You can change the order in which the files will be restored and also monitor the progress and status of the restore process.<br><br>You can monitor the progress of the restore process of each file. See section "Restore Queue Tab" on page "48". |
| **Restored Tab** | This tab shows a list of clips whose high- or low-resolution video file has been fully or partially restored.<br><br>You can search for and select the clips whose high- or low-resolution video file you want to remove from the nearline storage again, make a selection and start the removal process.<br><br>You can also search for and select the clips whose high- or low-resolution video file you want to purge from LTO tape and start the purge process. See section "Restored Tab" on page "50". |

| Tab | Description |
|---|---|
| **Purge Candidates Tab** | This tab shows a list of clips whose high- or low-resolution video file has been automatically requested to be purged from LTO tape.<br><br>You can search for and select the clips whose high- or low-resolution video file you want to purge and start the purge process.<br><br>You can also refuse certain clips from being purged. See section "Purge Candidates Tab" on page "53". |
| **Purge Queue Tab** | This tab shows a list of clips whose high- or low-resolution video file has been requested to be purged from LTO tape.<br><br>You can monitor the progress and status of the purge process. See section "Purge Queue Tab" on page "56". |
| **Purged Tab** | This tab shows a list of clips whose high- or low-resolution video file has been purged from LTO tape.<br><br>You can search for and select the clips whose high- or low-resolution video file you want to archive again, if necessary change the LTO tape group they will be archived to and start the archive process. See section "Purged Tab" on page "57". |
| **Search Tab** | This tab allows you to search for clips in the database using a number of predefined search criteria. See section "Search Tab" on page "60". |

## Username

NEW !

The username of the person that is currently logged in is displayed next to the application title.



## Refresh Button

The **Refresh** button allows you to manually refresh the data that is displayed in the various grids. Click the arrow next to the **Refresh** button to enable or disable the autorefresh functionality.



The autorefresh functionality can also be enabled or disabled in the settings and a refresh rate can be specified.

See section "Options Tab" on page "121".

## Counter

Each tab has a counter indicating the number of records it contains.

Archive candidates (2) | Refused (12) | Archive queue (4)

It should be noted that the counter does not take into account the filters that may be possibly applied.

# 4.2. Clip Data

**NEW!** The grids in all the tabs of Deep Archive Manager display the following information about each clip :

| Clip Data | Description |
|---|---|
| **VarID** | A 32-character ID with variable length and format. It is automatically assigned by IPDirector to new clips. It is mainly used to ensure redundancy on the system. |
| **Resolution** | Icon indicating if the file linked to the clip is a high- (**H**) or low-resolution ( **L** ) video file. |
| **Source VarID** | The VarID of the clip the high-resolution video file was linked to before it was partially restored from LTO tape to the nearline. Depending on the configuration of Deep Archive Manager, this column will be available or not. |
| **Tape Group** | Name of the LTO tape group. |
| **Clip Name** | Name of the clip. |
| **Filename** | Name of the corresponding high- or low-resolution video file and its extension. |
| **Date Created** | Date and time the clip appeared in Deep Archive Manager as archive candidate. |
| **Type** | Clip content type. |
| **Origins** | Application or system through which the clip entered the deep archive system. |
| **Online** | Indicates if the high- or low-resolution video file is present on the nearline storage or not.<br>• A green icon ( ) indicates that the high-resolution file is online.<br>• A blue icon ( ) indicates that the low-resolution video file is online.<br>If the high- or low-resolution video file is offline, i.e. not available on the nearline storage, no icon is displayed. |
| ⚠ | Indicates that the clip has been requested multiple times to be archived from within the same application, e.g. IPDirector, a non-linear editing system or a playout system. |
| ▶ | This button is used to play out the low-resolution video file of the clip in a media player. Depending on the settings, this button will be visible or not. See section "Options Tab" on page "121". |
| / | This button indicates if notes have been added to the clip. It allows you to add new and modify existing notes. See section "Adding Notes to Clips" on page "71". |

Each tab also displays additional information that is relevant for that specific tab.

# 4.3. Archive Candidates Tab
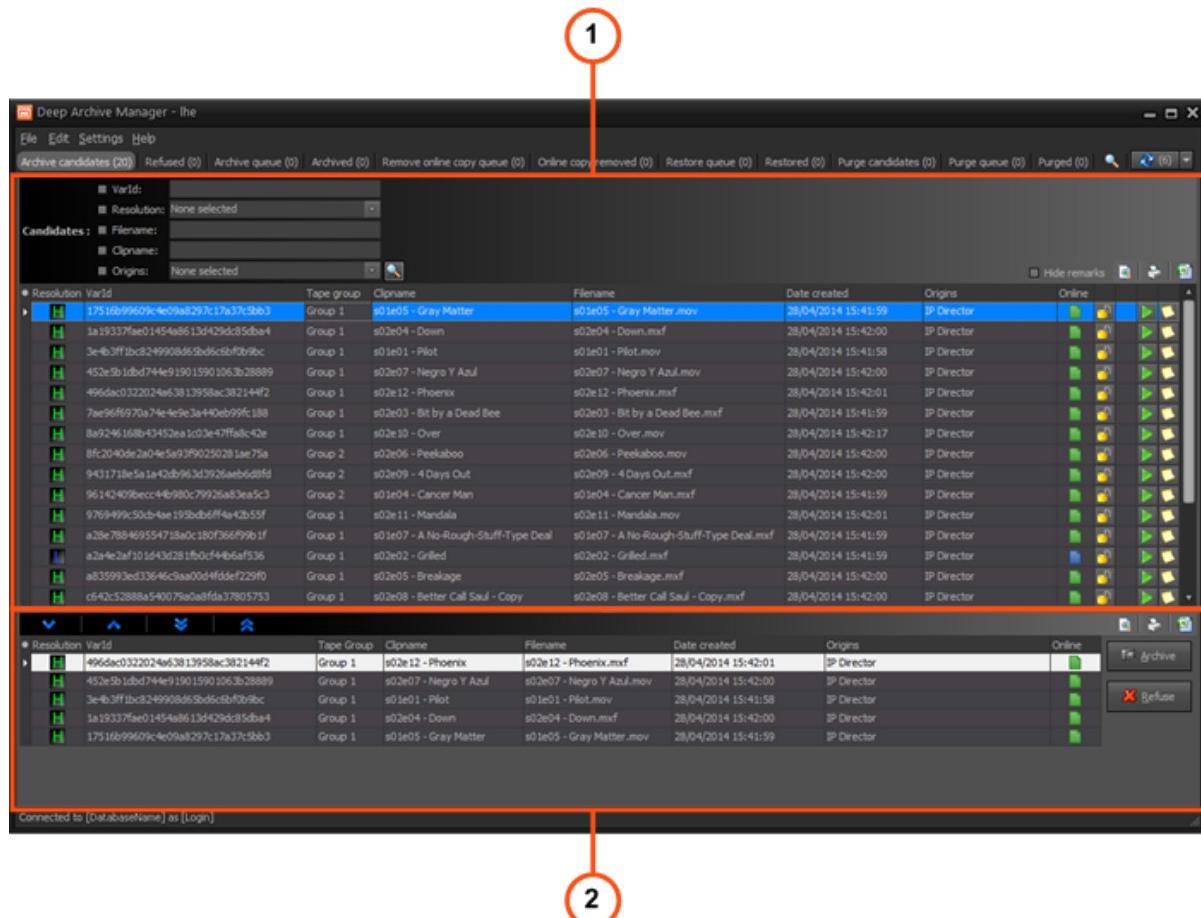
## Overview

### General Description

The Archive Candidates tab shows the clips whose high- or low-resolution video file has been requested to be archived. The request can originate from IPDirector or from within Deep Archive Manager.

It allows you to manually accept or refuse files to be archived.

**NEW !** You can also change the LTO tape group of all or just a selection of clips.

### Illustration

The Archive Candidates tab contains the areas highlighted on the screenshot below:

### Area Description

The table below describes the various parts of the Archive Candidates tab:

| Part | Name | Description |
|---|---|---|
| 1. | Candidates grid | This grid displays the clips whose high- or low-resolution video file has been requested to be archived. |
| 2. | Selected Clips grid | This grid contains the clips the user has selected because he wants to archive the high- or low-resolution video file or because he wants to refuse the archiving. |

## Candidates Grid

The Candidates grid displays the clips whose high- or low-resolution video file may qualify to be archived.

### Search Fields

A number of search fields are provided which allow you to search for clips by:

- their VarID

**NEW!**

- the resolution of the video file linked to the clip

- the name of the video file linked to the clip

- their name

- their origins

See section "Searching for Clips" on page "62".

### Additional Clip Data

The following additional clip data is displayed:

- **OnAirDate**: The date and time the clip was broadcasted. This only applies to clips that originate from a playout system.

- 🔓 / 🔒: This button indicates if a clip can be manually or automatically archived or refused. Depending on your user rights, this button will be available or not. See section "Locking and Unlocking Clips" on page "78".

**NEW!** You can change the LTO tape group of one or more clips, by clicking the **Tape Group** field and selecting another group. See section "Changing the Tape Group" on page "98".
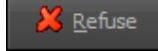
# Selected Clips Grid

This grid contains the clips that you have selected from the Candidates grid and want to archive or refuse.

Four buttons are provided allowing you to add and remove clips:

| Button | Description |
|---|---|
| | With this button you can add one or more clips to the Selected Clips grid. |
| | With this button you can add all the clips to the Selected Clips grid. |
| | With this button you can remove one or more clips from the Selected Clips grid. |
| | With this button you can remove all the clips from the Selected Clips grid. |

With the **Archive** button you can manually start the archiving of the high- or low-resolution video file of the clips you added to this grid. See section "Archiving Archive Candidates" on page "72"

With the **Refuse** button you can reject the archiving of the clips you added to this grid. See section "Refusing Archive Candidates" on page "80".

If the Selected Clips grid does not contain any clips, the **Archive** and **Refuse** button are unavailable.

---

> **Note**
> Depending on your user rights, the Selected Clips grid will be visible or not. For more info, contact your system administrator.

# 4.4.    Refused Tab

## Overview

### General Description

The Refused tab displays a list of clips whose high- or low-resolution video file has been manually refused by the user in the Archive Candidates tab or has been automatically refused by Deep Archive Manager after a particular period of time.
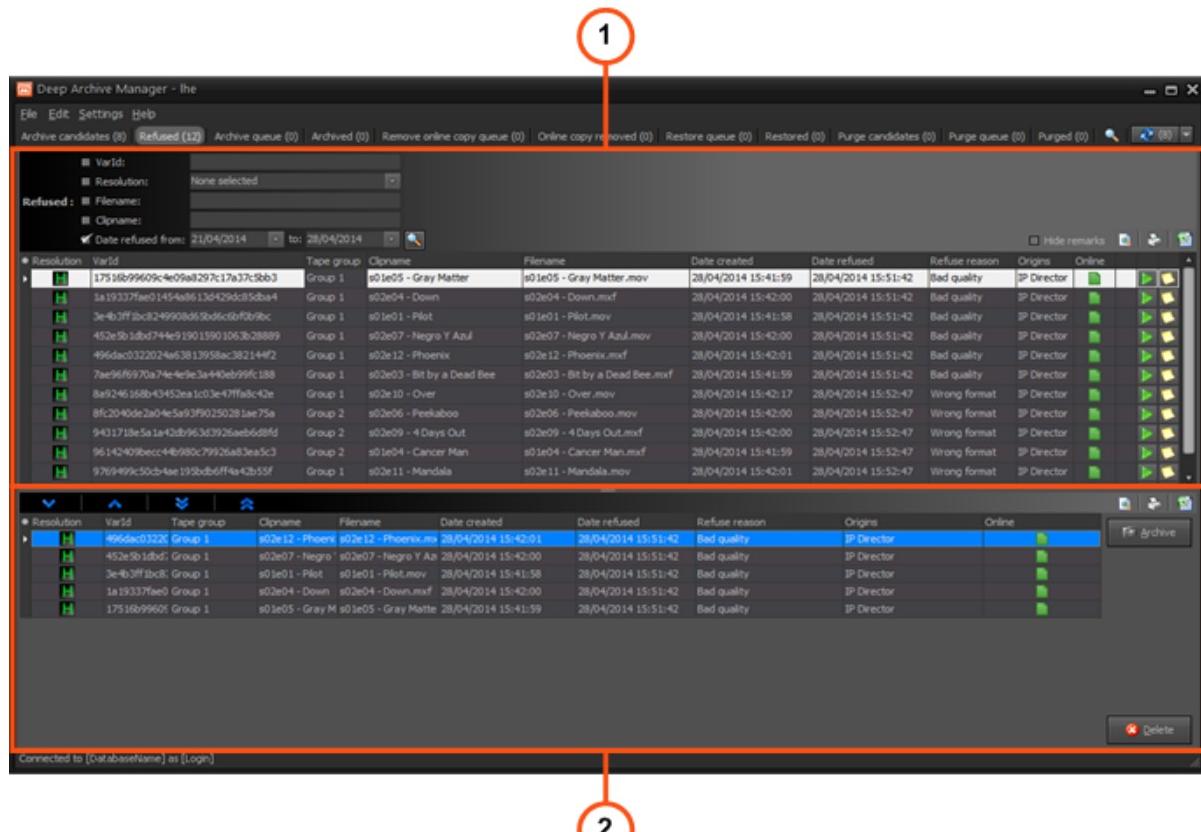
It allows you to archive the clips that have been refused after all, or to delete them from Deep Archive Manager and from the database.

**NEW !**    You can also change the LTO tape group of all or just a selection of clips.

### Illustration

The Refused tab contains the areas highlighted on the screenshot below:

## Area Description

The table below describes the various parts of the Refused tab:

| Part | Name | Description |
|------|------|-------------|
| 1. | Refused grid | This grid displays the clips whose high- or low-resolution video file was refused in the Archive Candidates tab. |
| 2. | Selected Clips grid | This grid contains the clips the user has selected because he wants to archive or remove the high- or low-resolution video file from Deep Archive Manager. |

# Refused Grid

By default, the Refused grid displays the clips that have been refused in the past 7 days. This can be modified in the settings. See section "Options Tab" on page "121".

## Search Fields

A number of search fields are provided which allow you to search for clips by:

- their VarID

`NEW !`
- the resolution of the video file linked to the clip

- the name of the video file linked to the clip

- their name

- the date or period in which they were refused

By default, the **Date Refused From** check box is selected. See section "Searching for Clips" on page "62".

## Additional Clip Data

The following additional clip data is displayed:

- **Date Refused**: Date and time the clip was refused.

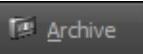- **Refuse Reason**: Reason the clip was refused.

`NEW !`
You can change the LTO tape group of one or more clips, by clicking the **Tape Group** field and selecting another group. See section "Changing the Tape Group" on page "98".
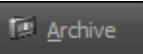
# Selected Clips Grid

This grid contains the clips that you have selected from the Refused grid and want to archive after all or delete.

Four buttons are provided allowing you to add and remove clips:
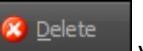
| Button | Description |
|--------|-------------|
|  | With this button you can add one or more clips to the Selected Clips grid. |
|  | With this button you can add all the clips to the Selected Clips grid. |
|  | With this button you can remove one or more clips from the Selected Clips grid. |
|  | With this button you can remove all the clips from the Selected Clips grid. |

With the **Archive** button  you can manually start the archiving of the clips you added to the Selected Clips grid. See section "Archiving Refused Clips" on page "73".

**NEW !**
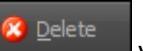
With the **Delete** button  you can manually delete the clips from Deep Archive Manager and from the database. This will allow you to reuse the VarID of the clip. See section "Deleting Refused Clips" on page "82".

If the Selected Clips grid does not contain clips, the **Archive** button and **Delete** button are unavailable.
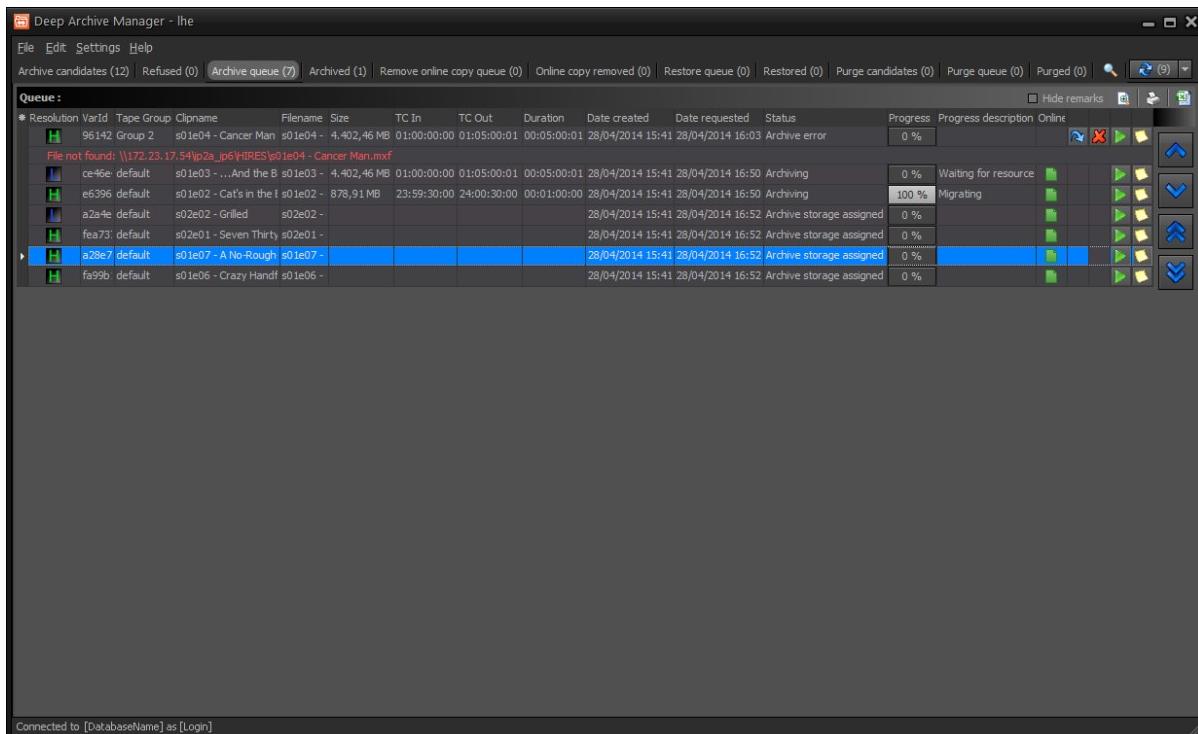
---

> **Note**
> Depending on your user rights, the Selected Clips grid will be visible or not. For more info, contact your system administrator.

---

# 4.5. Archive Queue Tab

## General Description

The Archive Queue tab displays a list of clips whose high- or low-resolution video file has been requested to be archived.



## Additional Clip Data

The following additional clip data is displayed:

- **Size**: The size of the video file.

- **TC In**: The start timecode of the clip.

- **TC Out**: The end timecode of the clip.

- **Duration**: The duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.

- **Date Requested**: The date and time the archive request was made in Deep Archive Manager.

- **Status**: The current archive status of the clip.

- **Progress**: The bar that conveys the progress of the archive task.

- **Progress Description**: The archive progress description originating from the deep archive system.

In case an error occurs during the archive process, an error message will be displayed that details what went wrong.

## Clip Priority Buttons

The clips are displayed in order of priority. Clips at the top of the queue will be archived first. By default, new clips are added at the bottom of the queue. The maximum number of clips that can be simultaneously archived can be configured in the Configurator.

Four buttons are provided that allow you to change the order of priority of clips by moving them up or down the queue.

| Button | Name | Description |
|--------|------|-------------|
|  | **Higher Priority** | With this button you can move a clip one position up in the queue. |
|  | **Lower Priority** | With this button you can move a clip one position down in the queue. |
|  | **Highest Priority** | With this button you can move a clip to the top of the queue. |
|  | **Lowest Priority** | With this button you can move a clip to the bottom of the queue. |

Clips can only be moved up or down the queue as long as the archive request has not yet been picked up by the deep archive system. If you try to move a clip whose archive request has already been picked up, an warning will appear.
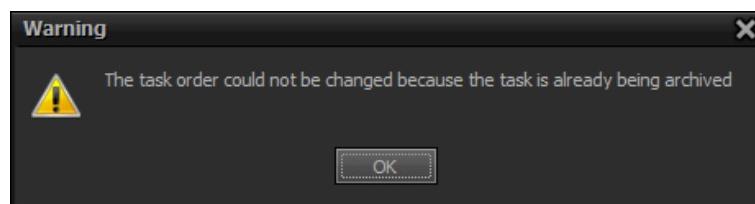


> **Note**
> Depending on your user rights, these buttons will be visible or not. For more info, contact your system administrator.

Once a clip has been archived, the clip will disappear from the Archive Queue tab and appear in the Archived tab. See section "Archived Tab" on page "41".

# 4.6. Archived Tab

## Overview

### General Description

The Archived tab displays the clips whose high- or low-resolution video file has been archived to LTO tape. Depending on the settings, it can also displays the clips whose high- or low-resolution video file has been fully restored to the nearline storage. See section "Options Tab" on page "121".

It allows you to remove the high- or low-resolution video file from the nearline storage or to purge the archived files from LTO tape again.

### Illustration

The Archived tab contains the areas highlighted on the screenshot below:

### Area Description

The table below describes the various parts of the Archived tab:

| Part | Name | Description |
|------|------|-------------|
| 1. | Archived grid | This grid displays the clips whose high- or low-resolution video file has been archived to LTO tape or has been fully restored to the nearline storage. |
| 2. | Selected Clips grid | This grid contains the clips that have been selected by the user because he want to purge the high- or low-resolution video file from LTO tape again or because he wants to remove the high- or low-resolution video file from the nearline storage. |

## Archived Grid

By default, the Archived grid displays the clips whose high- or low-resolution video file has been archived or fully restored in the past 7 days. This can be changed in the settings. See section "Options Tab" on page "121".

### Search Fields

A number of search fields are provided which allow you to search for clips by:

- their VarID
- the resolution of the video file linked to the clip
- the name of the video file linked to the clip
- their name
- the date or period in which their high- or low-resolution video file was archived or restored

**NEW !**

By default, the **Date Archived/Restored From** check box is selected. See section "Searching for Clips" on page "62".

### Additional Clip Data

The following additional clip data is displayed:

- **Size**: The size of the video file.
- **TC In**: The start timecode of the clip.
- **TC Out**: The end timecode of the clip.
- **Duration**: The duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Tape**: The number of the LTO tape on which the video file has been archived.
- **Date Archived**: The date and time the video file was archived.
- **Date Restored**: The date and time the video file was restored.

- • **Remove Online Copy Proposal:** The date and time the high- or low-resolution video file will be automatically removed from the nearline storage.

- • ⬜ / 🔒: This icon indicates if the high- or low-resolution video file of a clip can be manually or automatically removed from the nearline storage or purged from LTO tape. Depending on your user rights this button will be available or not. See section "Locking and Unlocking Archived Clips" on page "86".

## Selected Clips Grid

This grid displays the clips that you have selected from the Archived grid.

Four buttons are provided allowing you to add and remove clips:

| Button | Description |
|---|---|
| ⌄ | With this button you can add one or more clips to the Selected Clips grid. |
| ⌄⌄ | With this button you can add all the clips to the Selected Clips grid. |
| ⌃ | With this button you can remove one or more clips from the Selected Clips grid. |
| ⌃⌃ | With this button you can remove all the clips from the Selected Clips grid. |

**NEW !**

With the **Remove Online Copy** button [❌ Remove online copy] you can manually start the removal of the high- or low-resolution video file of the selected clips from the nearline storage. Partially restored clips can only be removed from the nearline in IPDirector. See section "Manually Removing the Online Copy" on page "85".
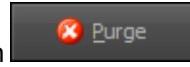
With the **Purge** button [❌ Purge] you can manually start the removal of the high-or low-resolution video file of the selected clips from LTO tape. See section "Manually Purging Archived Clips" on page "90".

If the Selected Clips grid does not contain any clips, the **Remove Online Copy** and **Purge** button are unavailable.

> ✏️ **Note**
> Depending on your user rights, the **Purge** button, **Remove Online Copy** button or the entire **Selected Clips** grid will be unavailable. For more info, contact your system administrator.

# 4.7.     Remove Online Copy Queue Tab

NEW !     ## General Description

The Remove Online Copy Queue tab displays a queue of clips whose high- or low-resolution video file has been requested to be removed from the nearline storage.
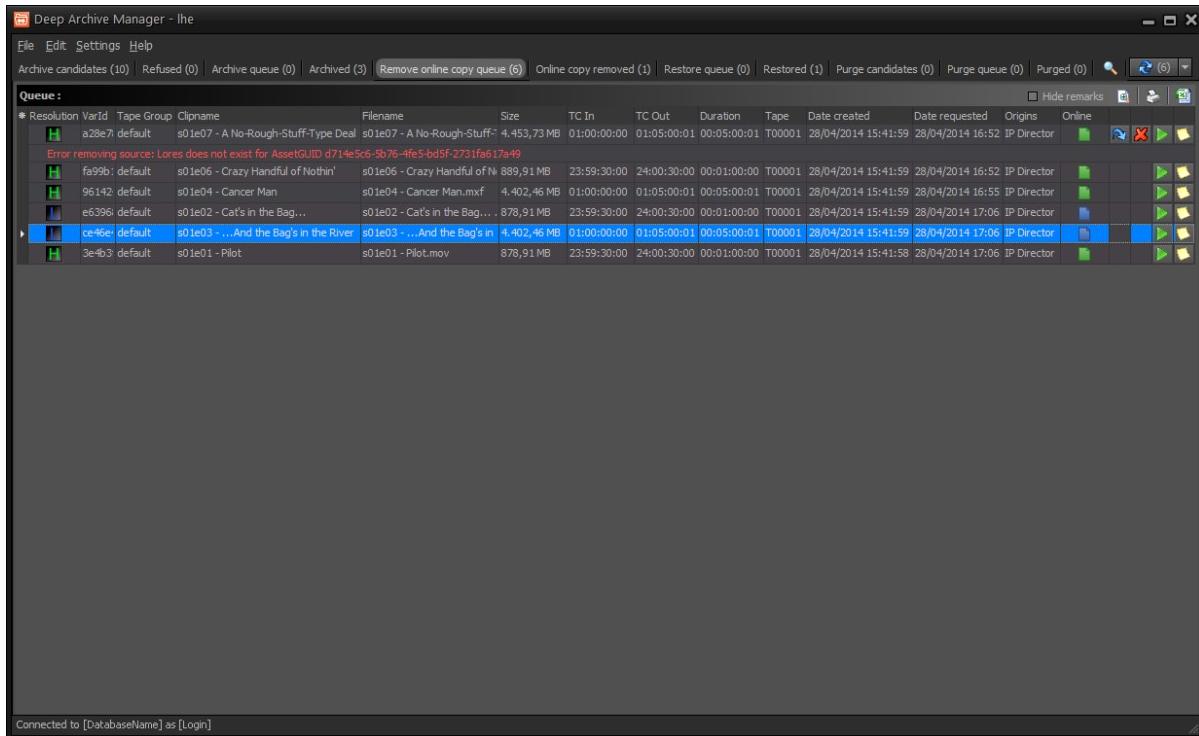


## Additional Clip Data

The following additional clip data is displayed:

- **Size**: The size of the video file.

- **TC In**: The start timecode of the clip.

- **TC Out**: The end timecode of the clip.

- **Duration**: The duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.

- **Tape**: The number of the LTO tape the video file was archived to.

In case something goes wrong during the removal process, an error message will be displayed that details what went wrong.

Once the video file has been removed from the nearline storage, the clip will disappear from the Remove Online Copy Queue tab and appear in the Online Copy Removed tab. See section "Online Copy Removed Tab" on page "45".

# 4.8. Online Copy Removed Tab

## Overview

### General Description

The Online Copy Removed tab displays the clips whose high- or low-resolution video file has been removed from the nearline storage.

**NEW !** It allows you to archive the low-resolution video files that are still online to LTO tape.

It also allows you to restore the removed high- or low-resolution video files again to the nearline, or to purge the archived files from LTO tape.

### Illustration

The Online Copy Removed tab contains the areas highlighted on the screenshot below:

### Area Description

The table below describes the various parts of the Online Copy Removed tab :

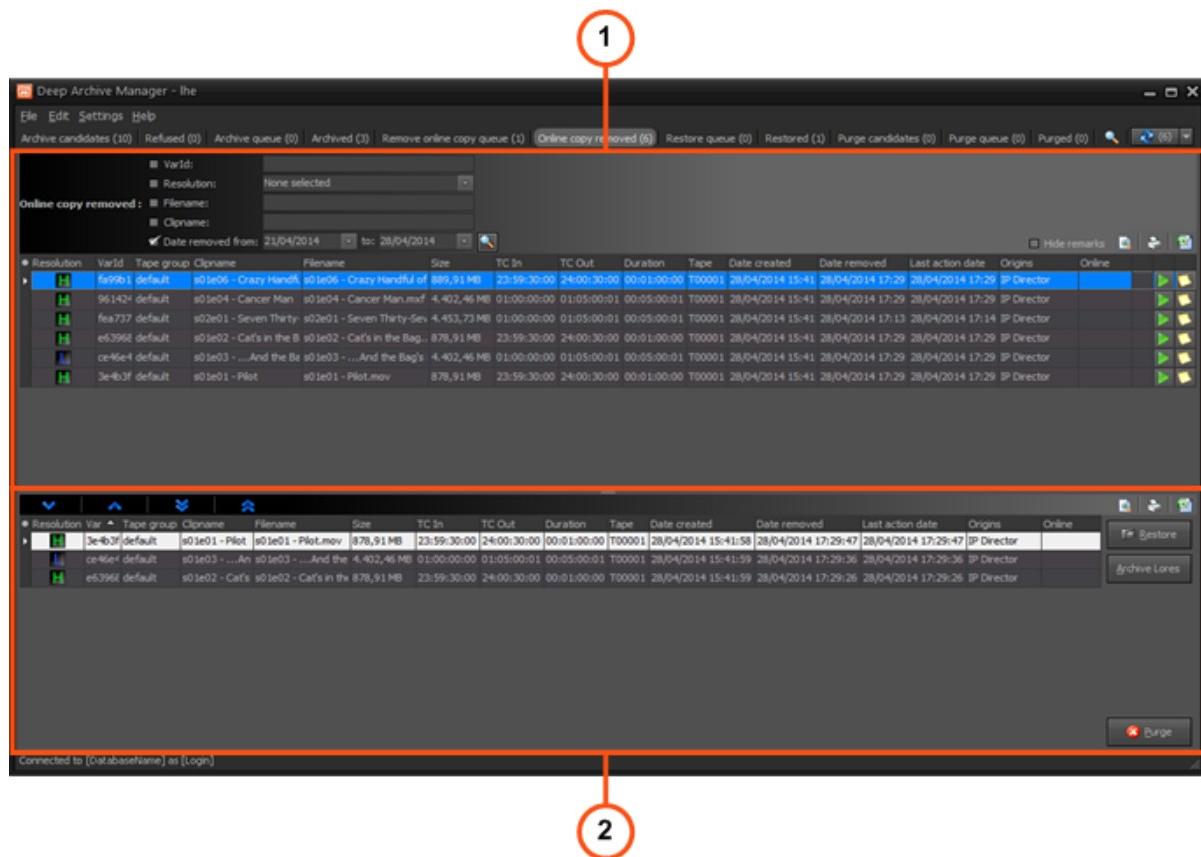| Part | Name | Description |
|------|------|-------------|
| 1. | Online Copy Removed grid | This grid displays the clips whose high-resolution video file has been removed from the nearline storage. The low-resolution video file may still be online or may also have been removed. |
| 2. | Selected Clips grid | This grid contains the clips that have been selected by the user because he wants to restore their high- or low-resolution video file again to the nearline storage or purge it from LTO tape. |

## Online Copy Removed Grid

By default, the Online Copy Removed grid displays a list of clips whose high-or low-resolution video file has been removed from the nearline storage in the past 7 days. This can be changed in the settings. See section "Options Tab" on page "121".

### Search Fields

A number of search fields are provided which allow you to search for clips by:

- their VarID

**NEW !**

- the resolution of the video file linked to the clip

- the name of the video file linked to the clip

- their name

- the date or period in which their high- or low-resolution video file was removed from the nearline

By default, the **Date Removed From** check box is selected. See section "Searching for Clips" on page "62".

### Additional Clip Data

The following additional clip data is displayed:

- **Size**: The size of the video file.

- **TC In**: The start timecode of the clip.

- **TC Out**: The end timecode of the clip.

- **Duration**: The duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.

- **Tape**: The number of the LTO tape the video file was archived to.

- **Date Removed**: The date and time the video file was removed from the nearline storage.

- **Last Action Date:** The date and time the video file was last removed from the nearline storage or was last partially restored to the nearline storage.

## Selected Clips Grid

This grid displays the clips that you have selected from the Online Copy Removed grid because you want to restore their high- or low-resolution video file to the nearline storage or purge it from LTO tape or archive their low-resolution video file.

Four buttons are provided allowing you to add and remove clips:

| Button | Description |
|---|---|
|  | With this button you can add one or more clips to the Selected Clips grid. |
|  | With this button you can add all the clips to the Selected Clips grid. |
|  | With this button you can remove one or more clips from the Selected Clips grid. |
|  | With this button you can remove all the clips from the Selected Clips grid. |

With the **Restore** button  you can manually start the restoring of the high- or low resolution video file of the selected clips to the nearline storage. See section "Restoring Archived Files" on page "88".

With the **Purge** button  you can manually start the removal of the video files from LTO tape. See section "Manually Purging Archived Clips Without Online Copy" on page "92".

With the **Archive Lores** button  you can manually start the archiving of the low-resolution video file. See section "Archiving Low-Resolution Video Files" on page "76".

If the Selected Clips grid does not contain clips, the **Restore**, **Purge** and **Archive Lores** buttons are unavailable.

> **Note**
> Depending on your user rights, the **Restore** and/or **Purge** button or the entire Selected Clips grid will be available or not. For more info, contact your system administrator.

# 4.9. Restore Queue Tab

## General Description

The Restore Queue tab displays a queue of clips whose high- or low-resolution video file has been requested to be restored to the nearline storage.



## Additional Clip Data

The following additional clip data is displayed:

- **Size**: The size of the video file.

- **TC In**: The start timecode of the clip.

- **TC Out**: The end timecode of the clip.

- **Duration**: The duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.

- **Tape**: The number of the LTO tape on which the video file has been archived.

- **Date Requested**: The date and time the request to restore the video file was made in Deep Archive Manager.

- **Status**: The current restore status of the clip.

- **Progress**: The bar that conveys the progress of the restore task.

- **Progress Description**: The restore progress description originating from the deep archive system.

In case an error occurs during the restore process, an error message will be displayed that details what went wrong.

## Clip Priority Buttons

The clips are displayed in order of priority. The video file of the clips at the top of the queue will be restored first. By default, new clips are added at the bottom of the queue. The maximum number of files that can be simultaneously restored can be configured in the Configurator.

Four buttons are provided that allow you to change the order of priority of clips by moving them up or down the queue.

| Button | Name | Description |
|--------|------|-------------|
| | **Higher Priority** | With this button you can move a clip one position up in the queue. |
| | **Lower Priority** | With this button you can move a clip one position down in the queue. |
| | **Highest Priority** | With this button you can move a clip to the top of the queue. |
| | **Lowest Priority** | With this button you can move a clip to the bottom of the queue. |

Note that clips can only be moved up or down the queue as long as the restore request has not yet been picked up by the deep archive system. If you select a clip whose restore request has already been picked up, an error message will appear.

> **Warning**
>
> ⚠️ The task order could not be changed because the task is already being restored
>
> [ OK ]

> ✏️ **Note**
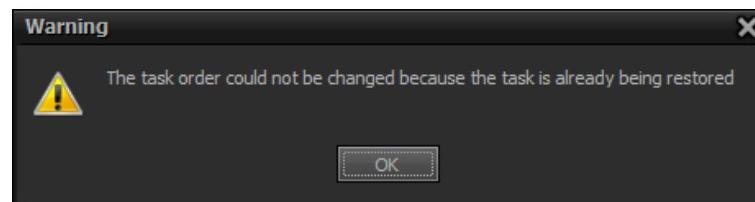> Depending on your user rights, these buttons will be visible or not. For more info, contact your system administrator.

Once the video file of a clip has been restored, the clip will disappear from the Restore Queue tab and appear in the Archived tab. Depending on the settings, it can also appear in the Restored tab. See section "Archived Tab" on page "41" and "Restored Tab" on page 50 and "Options Tab" on page 121. Partially restored clips will only appear in the Restored tab.

# 4.10.  Restored Tab

## Overview

### General Description

The Restored tab displays the clips whose high- or low-resolution video file has been restored to the nearline storage. The high-resolution video files can be fully or partially restored. The low-resolution video files can only be fully restored.

It allows you to search for and select the clips whose high- or low-resolution video file you want to remove again from the nearline storage and start the removal process.

It also allows you to search for and select the clips whose high- or low-resolution video file you want to purge from LTO tape and start the purge process.

### Illustration

The Restored tab contains the areas highlighted on the screenshot below:
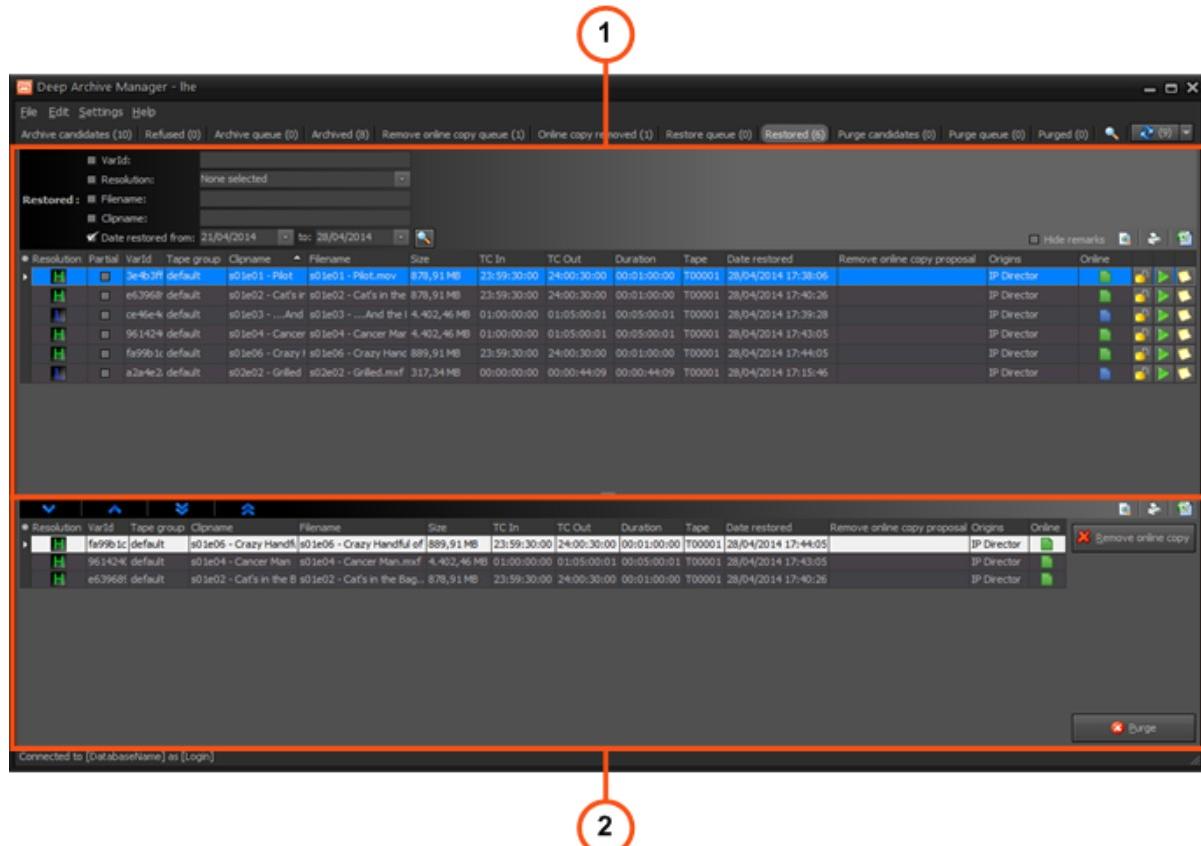
## Area Description

The table below describes the various parts of the Restored tab:

| Part | Name | Description |
|------|------|-------------|
| 1. | Restored grid | This grid displays the clips whose high- or low-resolution video file has been restored to the nearline storage. |
| 2. | Selected Clips grid | This grid contains the clips the user has selected because he wants to remove their high- or low-resolution video file from LTO tape or from the nearline storage again. |

## Restored Grid

By default, the Restored grid displays the clips whose high- or low-resolution video file been restored in the past 7 days. This can be modified in the settings. See section "Options Tab" on page "121".

### Search Fields

A number of search fields are provided which allow you to search for clips by:

- their VarID
- the resolution of the video file linked to the clip
- the name of the video file linked to the clip
- their name
- the date or period in which their high- or low-resolution video file was restored to the nearline storage.

By default, the **Date Restored From** check box is selected. See section "Searching for Clips" on page "62".

### Additional Clip Data

The following additional clip data is displayed:

- **Partial**: A check box that indicates if the record is a partially restored clip or not. When checked, it is a partially restored clip. When unchecked, it is a fully restored clip.
- **Size**: The size of the video file.
- **TC In**: The start timecode of the clip.
- **TC Out**: The end timecode of the clip.
- **Duration**: The duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Date Restored**: The date and time the video file was fully or partially restored.

**NEW !**

- **Remove Online Copy Proposal:** The date and time the high- or low-resolution video file will be automatically removed again from the nearline storage.

- **Tape**: The number of the LTO tape from which the video file was restored.

- 🔓 / 🔒: This icon indicates if the high- or low-resolution video file of a clip can be manually or automatically removed from the nearline storage or purged from LTO tape. Depending on your user rights this button will be available or not. See section "Locking and Unlocking Restored Clips" on page "89".

---

**Note**
Partially restored video files can only be removed from the nearline storage in IPDirector.
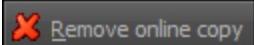
---

## Selected Clips Grid

This grid contains the clips you have selected from the Restored grid.

Four buttons are provided allowing you to add and remove clips:

| Button | Description |
|--------|-------------|
| ⌄ | With this button you can add one or more clips to the Selected Clips grid. |
| ⌄⌄ | With this button you can add all the clips to the Selected Clips grid. |
| ⌃ | With this button you can remove one or more clips from the Selected Clips grid. |
| ⌃⌃ | With this button you can remove all the clips from the Selected Clips grid. |

**NEW !**

With the **Remove Online Copy** button ❌ Remove online copy you can manually start the removal of the high- or low-resolution video file from the nearline storage. Note that partially restored high-resolution files can only be removed from the nearline storage in IPDirector. See section "Manually Removing the Online Copy" on page "85".
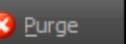
With the **Purge** button ❌ Purge you can manually start the removal of the high-or low-resolution files from the nearline storage and from LTO tape. See section "Manually Purging Restored Clips" on page "93".

---

**Note**
Depending on your user rights, the **Purge** and **Remove Online Copy** button or the entire Selected Clips grid will be unavailable. For more info, contact your system administrator.

---

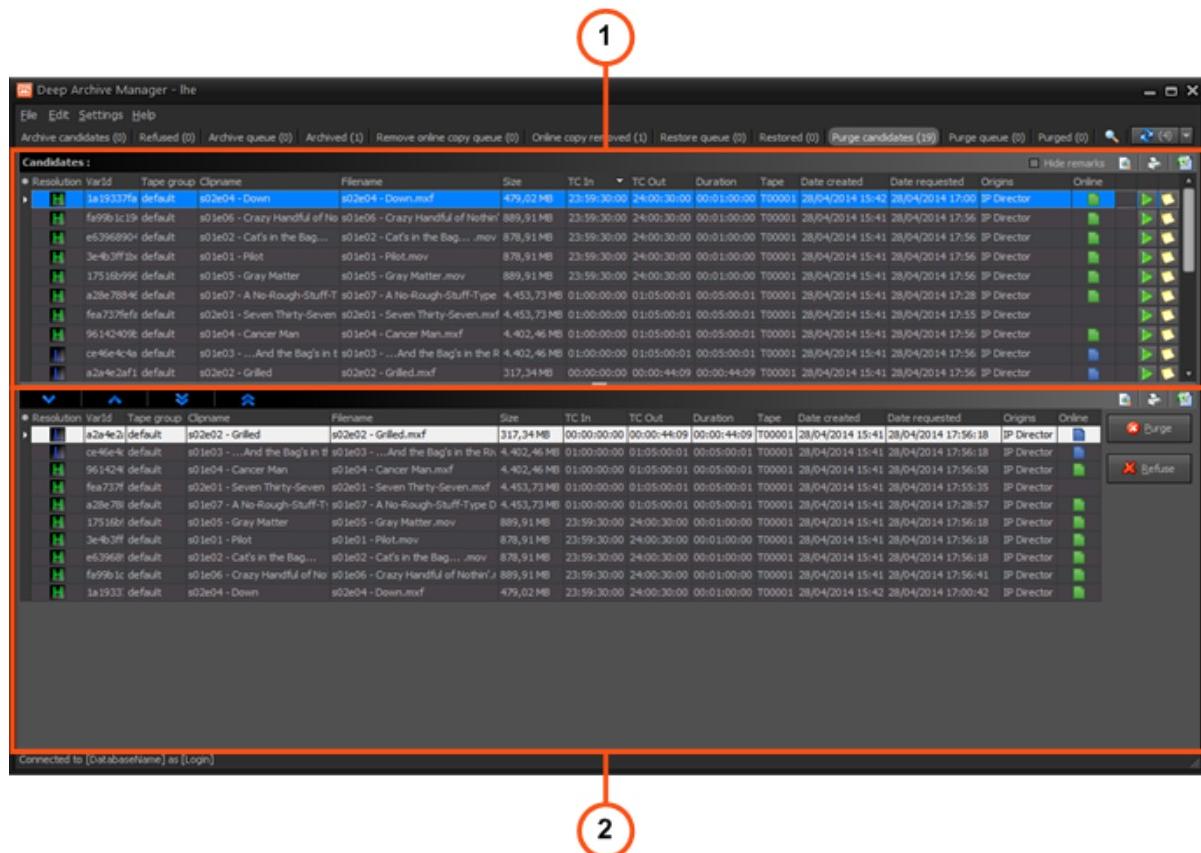# 4.11.  Purge Candidates Tab

## Overview

### General Description

The Purge Candidates tab displays the clips whose high- or low-resolution video file has been automatically requested to be purged from LTO tape.

It allows you to manually accept or refuse files to be purged.

### Illustration

The Purge Candidates tab contains the areas highlighted on the screenshot below:

## Area Description

The table below describes the various parts of the Purge Candidates tab:

| Part | Name | Description |
|---|---|---|
| 1. | Purge Candidates grid | This grid displays the clips whose high- or low-resolution video file has been automatically requested to be purged from LTO tape. |
| 2. | Selected Clips grid | This grid contains the clips the user has selected because he wants to purge the high- or low-resolution video from LTO tape or because he wants to refuse them. |

## Purge Candidates Grid

By default, the Purge Candidates grid displays the clips whose high- or low-resolution video file has been automatically requested to be purged from LTO tape in the past 7 days. This can be modified in the settings. See section "Options Tab" on page "121".

### Additional Clip Data

The following additional clip data is displayed:

- **Size**: The size of the video file.
- **TC In**: The start timecode of the clip.
- **TC Out**: The end timecode of the clip.
- **Duration**: The duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.
- **Date Requested**: The date and time when the video file was requested to be purged.
- **Tape**: The number of the LTO tape from which the video file will be purged.

# Selected Clips Grid

This grid contains the clips that you have selected from the Purge Candidates grid.

Four buttons are provided allowing you to add and remove clips:

| Button | Description |
|--------|-------------|
| ∨ | With this button you can add one or more clips to the Selected Clips grid. |
| ∨∨ | With this button you can add all the clips to the Selected Clips grid. |
| ∧ | With this button you can remove one or more clips from the Selected Clips grid. |
| ∧∧ | With this button you can remove all the clips from the Selected Clips grid. |

With the **Purge** button [❌ Purge] you can manually start the removal of the high-or low-resolution files from the nearline storage and from LTO tape. See section "Purging Clips by Filter" on page "95".
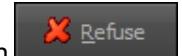
With the **Refuse** button [❌ Refuse] you can manually refuse the removal of the high-or low-resolution video file from the nearline storage and from LTO tape. See section "Refusing Clips from Being Purged" on page "96".

The clips will disappear from this tab, and appear again in the Online Copy Removed tab or Restored tab. Depending on the settings, they can also reappear again in the Archived tab. See section "Options Tab" on page "121".

If the Selected Clips grid does not contain clips, the **Purge** and **Refuse** button are unavailable.
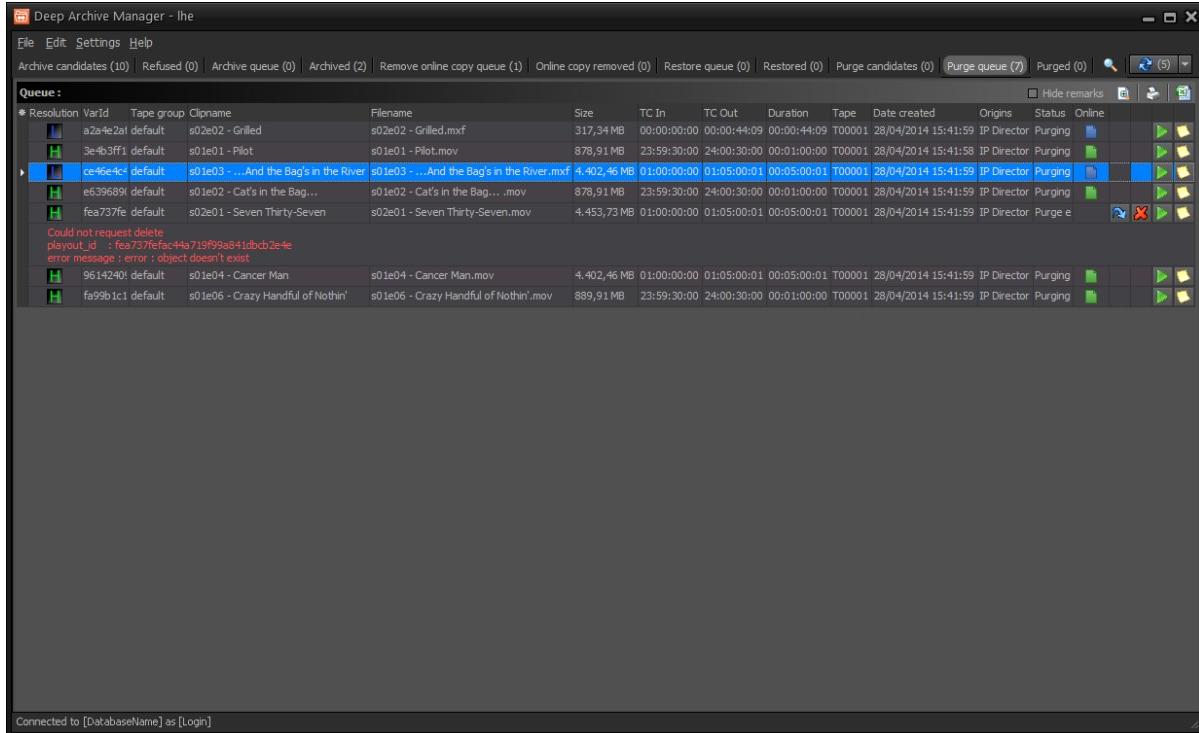
> **Note**
> Depending on your user rights, the Purge Candidates tab will be visible or not.
> For more info, contact your system administrator.

# 4.12.   Purge Queue Tab

## General Description

The Purge Queue tab displays a queue of clips whose high- or low-resolution video file has been requested to be purged from LTO tape.



## Additional Clip Data

The following additional clip data is displayed:

- **Size**: The size of the video file.

- **TC In**: The start timecode of the clip.

- **TC Out**: The end timecode of the clip.

- **Duration**: The duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.

- **Tape**: The number of the LTO tape from which the video file has to be removed.

- **Status**: The current purge status of the clip.

In case an error occurs during the purge process, an error message will be displayed that details what went wrong.

> **Note**
> Depending on your user rights, the Purge Queue tab will be visible or not. For more info, contact your system administrator.
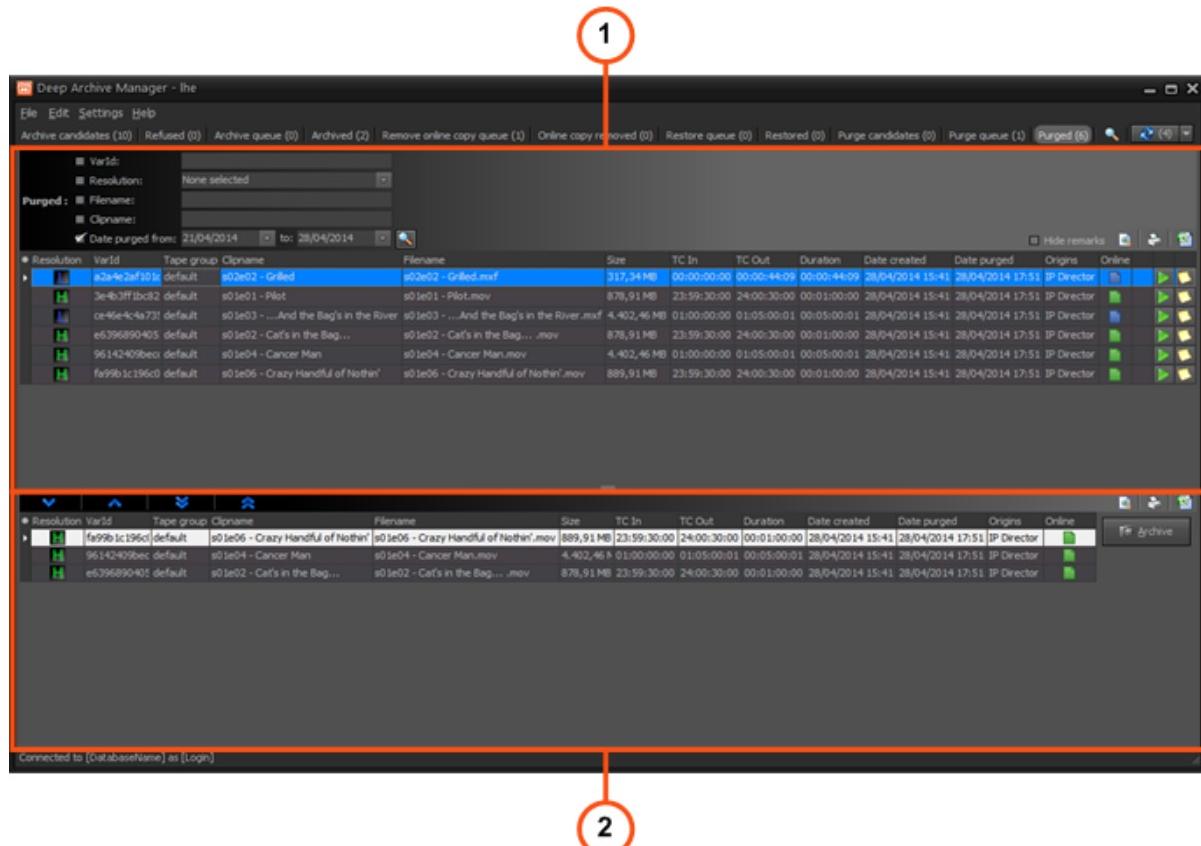
# 4.13. Purged Tab

## Overview

### General Description

The Purged tab displays the clips whose high- or low-resolution video file has been purged from LTO tape.

It allows you re-archive the purged high- or low-resolution video file. You can also change the LTO tape group of all or just a selection of clips.

### Illustration

The Purged tab contains the areas highlighted on the screenshot below:

EVS Broadcast Equipment SA                                          Issue 3.7.D - June 2014

### Area Description

The table below describes the various parts of the Purged tab:

| Part | Name | Description |
|------|------|-------------|
| 1. | Purged grid | This grid displays the clips whose high- or low-resolution video file has been purged from LTO tape. |
| 2. | Selected Clips grid | This grid contains the clips the user has selected because he wants to re-archive the high- or low-resolution video file. |

# Purged Grid

By default, the Purged grid displays the clips whose high- or low-resolution video file has been purged from LTO in the past 7 days. This can be modified in the settings. See section "Options Tab" on page "121".

### Search Fields

A number of search fields are provided which allow you to search for clips by:

- their VarID

**NEW !**
- the resolution of the video file linked to the clip

- the name of the video file linked to the clip

- their name

- the date or period in which their high- or low-resolution video file was purged

By default, the **Date Purged From** check box is selected. See section "Searching for Clips" on page "62".

### Additional Clip Data

The following additional clip data is displayed:

- **Size**: The size of the video file.

- **TC In**: The start timecode of the clip .

- **TC Out**: The end timecode of the clip .

- **Duration**: The duration of the clip without guardbands. If you hover your cursor over the cell, the duration with guardbands will be displayed.

- **Date Purged**: The date and time the video file was purged from LTO tape.

**NEW !**
You can change the LTO tape group of one or more clips, by clicking the **Tape Group** field and selecting another group. See section "Changing the Tape Group" on page "98".

# Selected Clips Grid

This grid contains the clips that you have selected from the Purged grid.

Four buttons are provided allowing you to add and remove clips:

| Button | Description |
|--------|-------------|
| ⌄ | With this button you can add one or more clips to the Selected Clips grid. |
| ⌄⌄ | With this button you can add all the clips to the Selected Clips grid. |
| ⌃ | With this button you can remove one or more clips from the Selected Clips grid. |
| ⌃⌃ | With this button you can remove all the clips from the Selected Clips grid. |

With the **Archive** button [Archive] you can manually start the archiving of the high- or low-resolution video file of the clips you added to the Selected Clips grid.

If the Selected Clips grid does not contain any clips, the **Archive** button is unavailable.
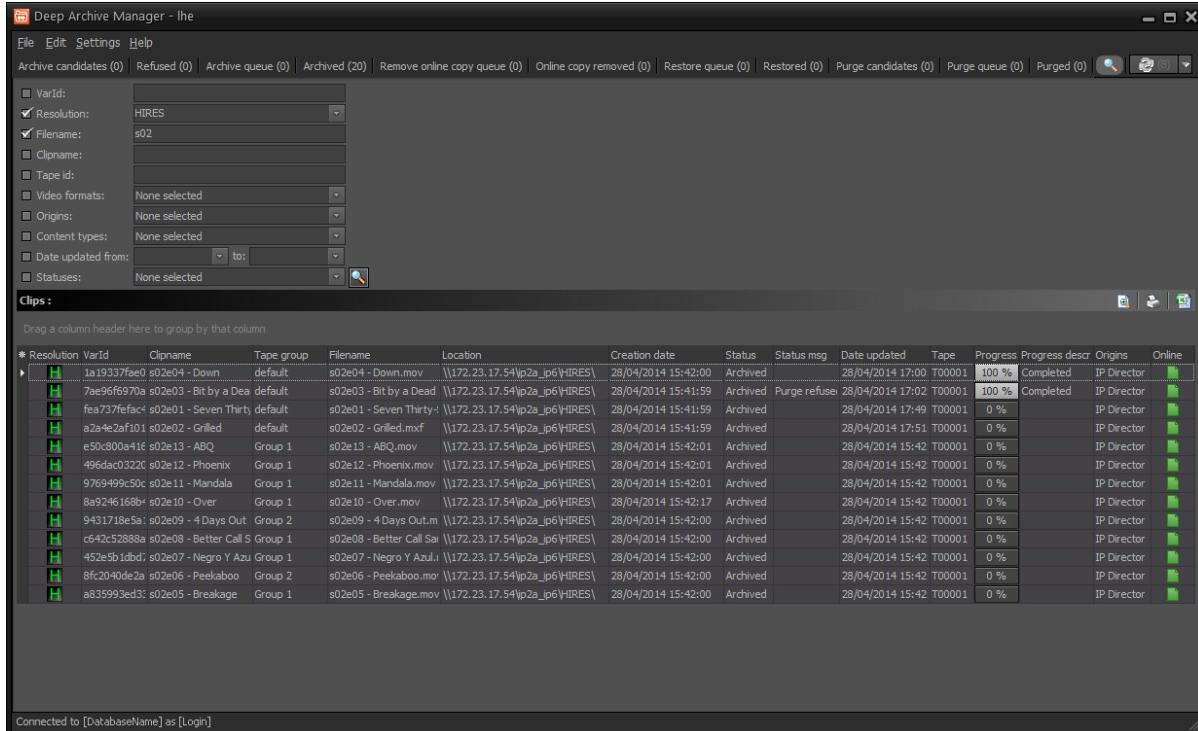
---

**Note**
Depending on your user rights, the Purged tab will be visible or not. For more info, contact your system administrator.

---

# 4.14.    Search Tab

## General Description

The Search tab allows you to search for clips in the database using a number of search criteria.



## Search Criteria

Clips can be searched by:

- their VarID

**NEW !**

- the resolution of the video file linked to the clip

- the name of the video file linked to the clip

- their name

- the number of the LTO tape their video file was archived to

- video format of the video file linked to the clip

- their origins

- their content type

- the date or period their status was last updated in Deep Archive Manager

- their archive status.

The search criteria can be combined to narrow down the search results. Only the selected criteria are active. To start a search, you have to click the **Search** button ![search icon]. A warning message will appear indicating the number of search results.
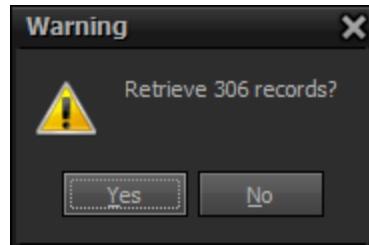


The data in the search results grid can be sorted, filtered and grouped. See section "Managing Grids" on page "102".

# 5.    Archiving, Restoring and Purging Clips

## 5.1.    Searching for Clips

### 5.1.1.    Introduction

Deep Archive Manager allows you to search for clips in two possible ways:

- You can use the search fields that are provided in the Archive Candidates, Refused, Archived, Online Copy Removed, Restored and Purged tab to search for clips with a specific archive status.

- You can also make use of the Search tab. This tab allows you to search for all clips in the database. See section "Search Tab" on page "60".

### 5.1.2.    How to Search for Clips

**Searching by VarID**

To search for clips by their VarID, proceed as follows:

1. Enter (part of) the VarID in the field next to the **VarId** check box. The check box will be automatically selected.
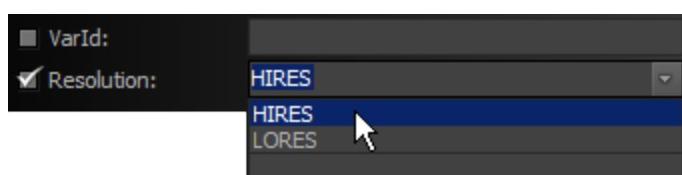


2. Click the **Search** button  to start the search.

**NEW !**    **Searching by Resolution**

To search for clips by the resolution of the video file linked to the clip, proceed as follows:

1. From the **Resolution** drop-down list, select the desired resolution. The check box will be automatically selected.



2. Click the **Search** button  to start the search.

If you did not select a resolution, both the high- and low-resolution video files will be returned.

## Searching by Filename

To search for clips by the name of their high- or low-resolution video file, proceed as follows:

1.  Enter (part of) the filename in the field next to the **Filename** check box. The check box will be automatically selected.

    

2.  Click the **Search** button  to start the search.

## Searching by Name

To search for clips by their name, proceed as follows:

1.  Enter (part of) the clipname in the field next to the **Clipname** check box. The check box will be automatically selected.

    

2.  Click the **Search** button  to start the search.

## Searching by Tape ID

To search for clips by the ID of the LTO tape their high- or low-resolution video file has been archived to, proceed as follows:

1.  Enter (part of) the tape ID in the field next to the **Tape Id** check box. The check box will be automatically selected.

    

2.  Click the **Search** button  to start the search.

## Searching by Video Format

To search for clips by the video format of their high- or low-resolution video file, proceed as follows:
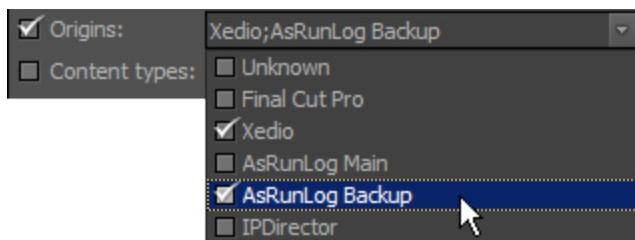
1.  From the **Video Formats** drop-down list, select the desired video format. If predefined in the database, multiple formats can be selected. 'Unknown' means all the video formats that not appear in the drop-down list. The check box will be automatically selected.

    

2.  Click the **Search** button  to start the search.

## Searching by Origin

To search for clips by their origin, proceed as follows:

1. From the **Origins** drop-down list select the desired origin. Multiple origins can be selected. The check box will be automatically selected.
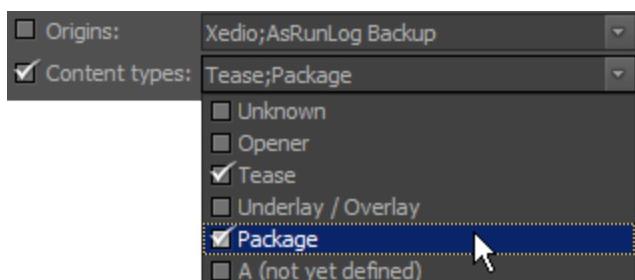


2. Click the **Search** button  to start the search.

## Searching by Content Type

To search for clips in the database by their content type, proceed as follows:

1. From the **Content Types** drop-down list, select the desired content type. Multiple content types can be selected. The check box will be automatically selected.



2. Click the **Search** button  to start the search.

## Searching by Date or Period

To search for clips that have been refused, archived, restored, purged or of which the high- or low-resolution video file was removed from the nearline storage on a particular day or in a particular period, proceed as follows:

1. Open the desired tab.

2. In the **Date From** box, do one of the following:

   ◦ Enter the desired start date. The check box will be automatically selected. Proceed to step 4.

- ◦ Click the downward pointing arrow to open a date picker.
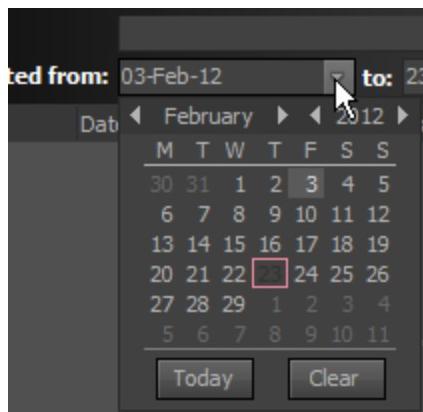


Proceed to step 3.

If you do not enter a date range, a message will appear warning you that the search may take a long time. Click **Yes** to continue or **No** to abort the search.
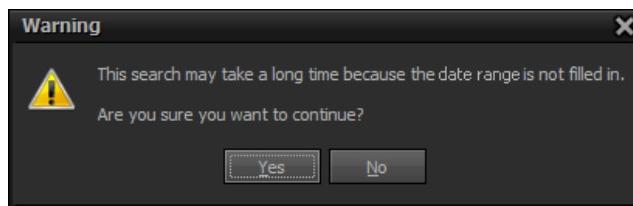


3. Do one of the following:

   - ◦ Select the desired year, month and day.

   - ◦ Click **Clear** to clear the currently selected date and select a new date.

   - ◦ Click **Today** to select the current date.

   The check box will be automatically selected.

4. In the **To** box, enter an end date for the period or select a date from the date picker.

   To display the clips that have been rejected, archived, restored, purged or of which the high- or low-resolution video file was removed on a particular day, enter the same date as the one you entered in the **Date From** box.

5. Click the **Search** button  to start the search.

## Searching by Update Period

To search for clips in the database by the date or period their archive status was last updated in Deep Archive Manager, proceed as follows:

1. In the **Date Updated From** box, do one of the following:

   - ◦ Enter the desired start date. The check box will be automatically selected. Proceed to step 3.

   - ◦ Click the downward pointing arrow to open a date picker.
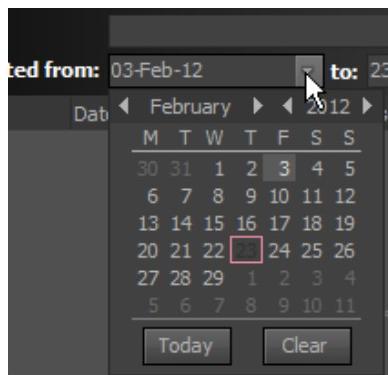
Proceed to step 2.

2. Do one of the following:

   ◦ Select the desired year, month and day.

   ◦ Click **Clear** to clear the currently selected date and select a new date.

   ◦ Click **Today** to select the current date.

   The check box will be automatically selected.

3. In the **To** box, enter an end date for the period or select a date from the date picker.

   To display the clips whose archive status was last updated on a particular day, enter the same date as the one you entered in the **Date Updated From** box.

4. Click the **Search** button  to start the search.

   A warning message appears indicating the number of clips found. If there are a lot of results, the loading can take some time.
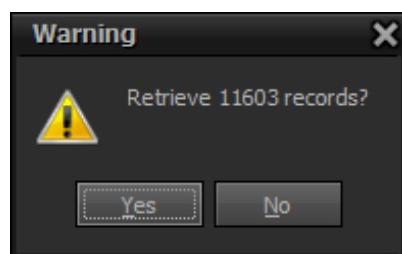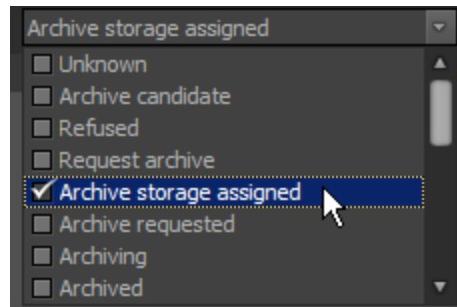


5. Click **Yes** to continue or **No** to cancel the search operation.

## Searching by Archive Status

To search for clips in the database by their archive status, proceed as follows:

1. Open the **Statuses** drop-down list and select the desired archive status from the list. Multiple statuses can be selected.

The check box will be automatically selected.



2. Click the **Search** button  to start the search.

   A warning message appears indicating the number of clips found. If there are a lot of results, the loading can take some time.
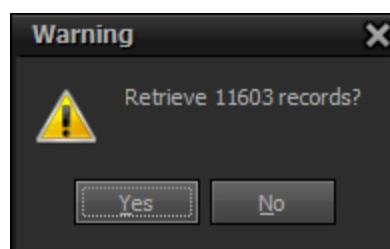


3. Click **Yes** to continue or **No** to cancel the search operation.

# 5.2.    Previewing Clips

## Introduction

Deep Archive Manager allows you to open a media player and preview the low-resolution video file of a particular clip by clicking the **Play Lores File** button ▶.
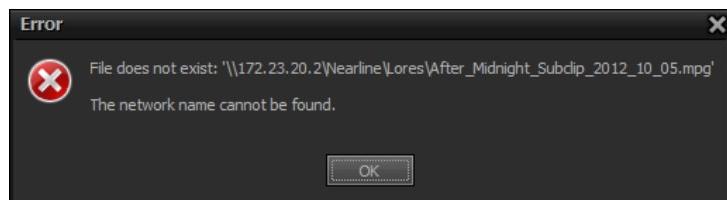
> **Note**
> To be able to play back the low-resolution video file, Deep Archive Manager should be connected with IPDirector through the IPDirector API. See section "IPDirector API Tab" on page "128".

If the low-resolution video file is not online, the following error message will appear:
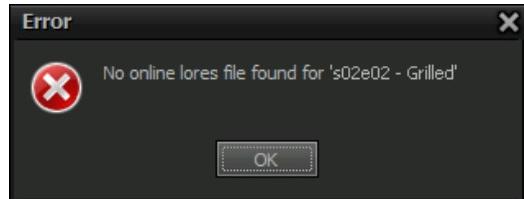


If the low-resolution video file does not exist, the following error message will appear.

## Media Player

### Illustration

The main areas of the media player are highlighted on the screenshot below.

### Area Description

The table below describes the various areas of the media player:

| Area | Name | Description |
|------|------|-------------|
| 1. | Video Display | The video file is played back in the video display. |
| 2. | Timecode field | The **Timecode** field displays the timecode value corresponding to the current position of the file being played back. |
| 3. | SnapShot button | The **SnapShot** button is used to take a screenshot of a particular frame of the source file. |
| 4. | Timeline | The timeline is a visual representation of the duration of the video file. The current position is represented by a Current Position marker. |
| 5. | Navigation buttons | The navigation buttons are used to navigate through the loaded file. |

### Navigation Buttons

The following navigation buttons are available:

| Button | Name | Description |
|--------|------|-------------|
| ![GoTo Start] | **GoTo Start** | This button allows moving to the start of the loaded video file. |
| ![Rewind] | **Rewind** | This button allows moving backward through the loaded video file at a speed faster than real time. |
| ![Play] | **Play** | This button allows playing back the video file. |
| ![Pause] | **Pause** | This button allows you to pause the loaded video file. |
| ![Fast Forward] | **Fast Forward** | This button allows moving forward through the loaded video file at a speed faster than real time. |
| ![GoTo End] | **GoTo End** | This button is used to move to the end of the loaded video file. |
| ![Jog Reverse] | **Jog Reverse** | This button allows moving backward through the loaded video file frame by frame. |
| ![Preview] | **Preview** | This button allows playing back the video file from the newly marked In and Out Point. |
| ![Jog Forward] | **Jog Forward** | This button allows moving forward through the loaded video file frame by frame. |

## Navigating Through a Loaded Video File

You can navigate through the loaded video file in several ways. You can:

• click at a specific point on the timeline, or

• drag the Current Position marker, or

• enter a timecode in the **Timecode** field, or

• click one of the navigation buttons.

# 5.3. Adding Notes to Clips

Deep Archive Manager allows you to add one or more notes to a clip. To do this, proceed as follows:

1. Click the **Edit Notes** button. If no notes have been added yet, the **Edit Notes** button is empty: . If one or more notes have already been added, the **Edit Notes** button looks like this: .

   A dialog box appears that allows you add one or more new notes to the clip or edit and delete existing notes.
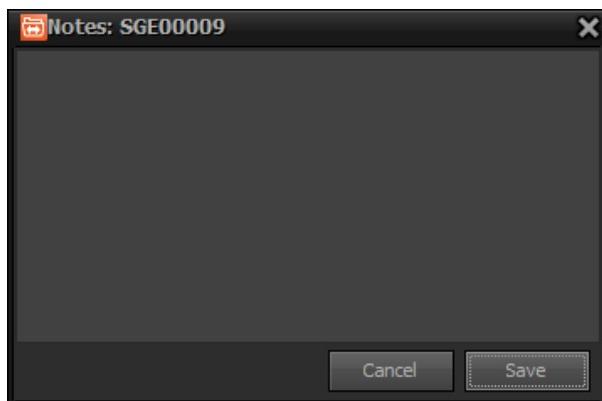


2. Enter and edit the necessary notes and click the **Save** button.

---

**Note**
The maximum length of the note is 512 characters.

---

# 5.4. Archiving and Refusing Clips

## 5.4.1. Archiving Clips

### Archiving Archive Candidates

To manually start the archiving of one or more clips in the Archive Candidates tab, proceed as follows:

1. Open the Archive Candidates tab.

2. Search for the clips you want to archive.

3. (Optional) If necessary, change the LTO tape group of certain clips. See section "Changing the Tape Group" on page "98".

4. Select the desired clips from the Candidates grid. Multiple clips can be selected.
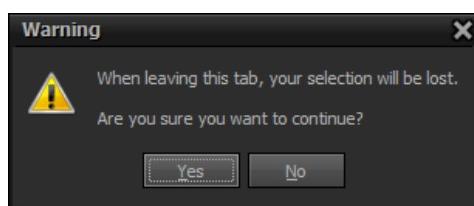
   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

5. Click [▼] to add the clips to the Selected Clips Segments grid. You can also double-click a clip to add it to the Selected Clips grid.

---

> ✎ **Note**
> If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.
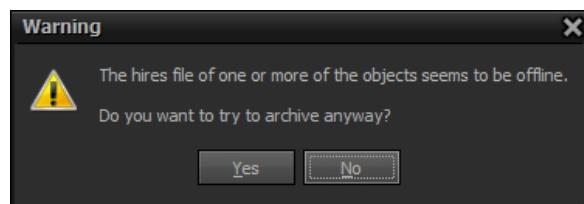>
> 
>
> If you click **Yes**, the selected clips will be removed from the Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

---

6. Click the **Archive** button [Archive] to start the archiving process.

   The selected clips will disappear from the Archive Candidates tab and will appear in the Archive Queue tab with the status 'Request Archive'. Once the archiving has been successfully completed, the clips will appear in the Archived tab with the status 'Archived'.
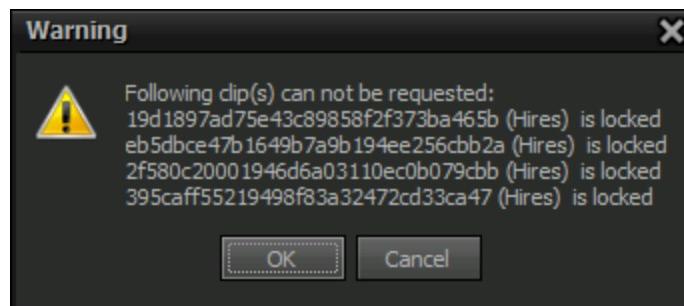
> ✎ **Note**
> If you have selected a clip whose high-resolution video file is not online, a warning will appear.



Click **Yes** to continue, or **No** to abort the action. Move the clip in question back to the Candidates grid and retry archiving the clip.

> ✎ **Note**
> If have selected one or more clips that are locked, a warning will appear.



Click **Cancel** to abort the action, or click **OK** to continue. Only the clips that are not locked will be archived. The locked clips will remain in the Archive Candidates tab.

# Archiving Refused Clips

To manually start the archiving of one or more clips in the Refused tab, proceed as follows:
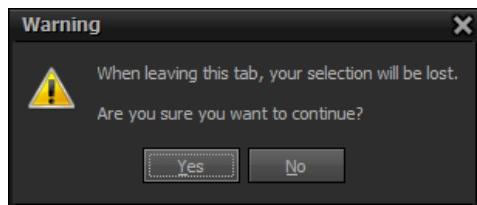
1. Open the Refused tab.

2. Search for the refused clips you want to archive.

**NEW !**  3. (Optional) If necessary, change the LTO tape group of certain clips. See section "Changing the Tape Group" on page "98".

4. Select the desired clips from the Refused grid. Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

5. Click [▼] to add the selected clips to the Selected Clips grid. You can also double-click a clip to add it.

> **Note**
>
> If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.
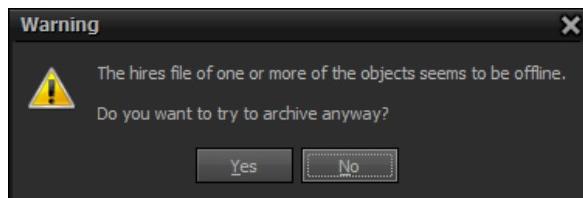>
> 
>
> If you click **Yes**, the selected clips will be removed from the Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

6.  Click the **Archive** button  to start the archiving process.

    The selected clips will disappear from the Refused tab and will appear in the Archive Queue tab with the status 'Request Archive'. Once the archiving has been successfully completed, the clips will appear in the Archived tab with the status 'Archived'.

> **Note**
>
> If you have selected a clip whose high-resolution video file is not online, a warning will appear.
>
> 
>
> Click **Yes** to continue, or **No** to abort the action. Move the clip in question back to the Refused grid and retry archiving the clip.

# Rearchiving Purged Clips

To re-archive the high- or low-resolution video file of one or more clips after they have been purged from LTO tape, proceed as follows:
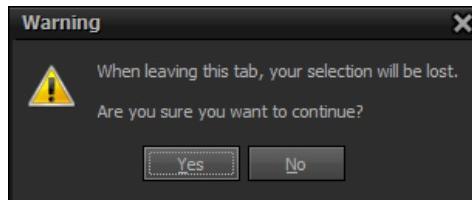
1.  Open the Purged tab.

2.  Search for the clips that have been purged and that you want to archive again.

**NEW !**  3.  (Optional) If necessary, change the LTO tape group of certain clips. See section "Changing the Tape Group" on page "98".

4.  Select the desired clips from the Purged grid. Multiple clips can be selected.

    To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

5. Click ![down arrow] to add the selected clips to the Selected Clips grid. You can also double-click a clip to add it.

> ✎ **Note**
> If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.
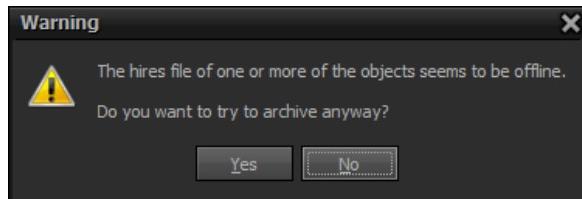>
> 
>
> If you click **Yes**, the selected clips will be removed from the Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

6. Click the **Archive** button ![Archive button] to start the archiving process.

The selected clips will disappear from the Purged tab and will appear in the Archive Queue tab with the status 'Request Archive'. Once the archiving has been successfully completed, the clips will appear in the Archived tab with the status 'Archived'.

> ✎ **Note**
> If you have selected a clip whose high-resolution video file is not online, a warning will appear.
>
> 
>
> Click **Yes** to continue, or **No** to abort the action. Move the clip in question back to the Candidates grid and retry archiving the clips.

# Archiving Low-Resolution Video Files

> **Note**
> You can only archive the low-resolution video file of a particular clip if the high-resolution video file has already been archived and has been removed from the nearline storage.
>
> No clip archive metadata updates will be performed in IPDirector and the clip will not be moved from bin to bin.

**NEW !**

To manually archive the low-resolution video file of one or more archived clips, proceed as follows:

1. Open the Online Copy Removed tab.

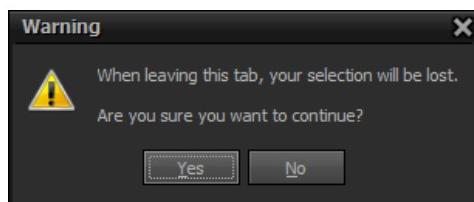2. Search for and select the desired clips from the Online Copy Removed grid.

   Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

3. Click [⌄] to add the selected clips to the Selected Clips grid. You can also double-click a clip to add it.

> **Note**
> If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.
>
> 
>
> If you click **Yes**, the selected clips will be removed from the Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

4. Click the **Archive Lores** button [Archive Lores] to start the archiving process.

   The selected clips will disappear from the Selected Clips grid but will remain in the Online Copy Removed tab. In the Archive Candidates tab a record will appear for each low-resolution video file with the status 'Initialize'. In the **Resolution** column the low-resolution icon ([L]) is displayed. The

   ◦ If no errors occur and no automatic archive filter exists for the clip, the status of the clip will change into 'Archive Candidate'. Proceed to step 5.

- ◦ If no errors occur and an automatic archive filter exists for the clip, the clip will be moved to the Archive Queue tab. The status of the clip will change into 'Request Archive'.

- ◦ If an error occurs, the status of the clip will change into 'Initialize Error'. The clip will remain in the Archive Candidates tab. A **Retry** button will appear allowing the user to retry the action. If the retry fails, the user can refuse the clip. The clip will be moved to the Refused tab with the status 'Refused'.

5. Click the **Archive** button to start the archiving.

The clip is moved to the Archive Queue tab. The status of the clip will change into 'Request Archive'. Once the clip has been archived, the clip will be moved to the Archived tab with the status 'Archived'.

---

> **Note**
> When you have selected a high-resolution video file of which the low-resolution video file has already been requested to be archived, and you click the **Archive Lores** button, a popup will appear with the following message 'Following clip(s) are not requested: <VARID> (Lores) exists already'. The same is true for a low-resolution video file that has already been archived.

---

# Archiving Clips by Filters

In the Configurator one can create archive filters that specify which types of clips are allowed to be archived and should be automatically archived by Deep Archive Manager when the user drags them into the Request Archive bin in IPDirector.

If clips match the criteria of the archive filter and the automatic archiving feature of the filter has been enabled, they will not enter the Archive Candidates tab, but will immediately appear in the Archive Queue tab with the status 'Request Archive'.

If clips match the criteria of the archive filter, but the automatic archiving feature has not been enabled, they will appear in the Archive Candidates tab.

Clips that do not match the criteria of the archive filter will be immediately moved to the Rejected bin in IPDirector.

# Archiving Clips with Multiple Files

If you try to archive a clip with multiple online high- or low-resolution video files, the Deep Archive Manager will only archive the video file that:

- • is online
- • matches the criteria of the archive filter with the highest priority in the Configurator.

# Changing the Tape Group

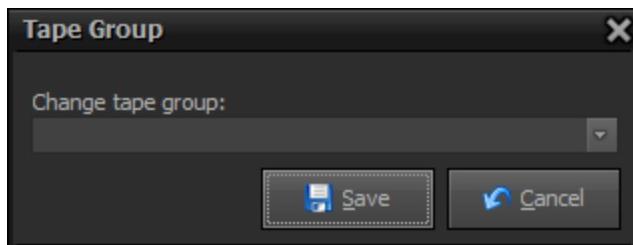NEW! ## Changing the Tape Group of a Single Clip

To change the tape group of a single clip, proceed as follows:

1.  Select the desired clip in the upper grid.

2.  Click the **Tape Group** field and do one of the following:

    ◦   Enter (part) of the name of the tape group.

    OR

    ◦   Open the drop-down list and select the desired tape group.

3.  Click **Yes** to save your changes.

NEW! ## Changing the Tape Group of All Clips

To change the tape group of all clips in the grid, proceed as follows:

1.  Open the **Edit** menu and select the command **Change All Groups**.

    The Tape Group dialog box appears.



2.  Select the new tape group from the drop-down list and click the **Save** button to save your changes.

> **Note**
> If a filter has been applied to the grid, only the tape group of the clips that are visible in the grid will be changed.

# Locking and Unlocking Clips

Deep Archive Manager allows you to prevent clips from being archived or refused by locking clips.

To lock a clip, click the corresponding **Lock** button 🔓. The clip will remain in the Archive Candidates tab.

To unlock a clip again, click the **Unlock** button 🔒. A message box will appear asking you to confirm your action. Click **Yes** to continue or **No** to cancel the action.

# Clip Archive Status

NEW !

A clip can have the following archive statuses:

| Status | Description |
|---|---|
| **Unknown** | The archive status of the clip is unknown. |
| **Archive Candidate** | The clip has been added to the Archive Candidates tab of the Deep Archive Manager. |
| **Request Archive** | A request to archive the clip has been performed. A deep archive system (HSM) has not yet been assigned. |
| **Archive Storage Assigned** | A deep archive system (HSM) has been found ready to perform the archive request. |
| **Archive Requested** | The request to archive the clip has been submitted to the deep archive system (HSM). |
| **Archiving** | The clip is being archived by the deep archive system (HSM). |
| **Archived** | The clip has been archived. |
| **Archive Error** | An error occurred during the archiving process. |
| **Refused** | The clip has been refused in the Archive Candidates tab of the Deep Archive Manager. |
| **Initialize** | A record for the low-resolution video file is being initialized. |
| **Initialize Error** | An error occurred during the initialization. |

# 5.4.2.    Refusing Clips

## Refusing Archive Candidates

To manually reject the archiving of the high- or low-resolution video file of certain clips, proceed as follows:

1. Open the Archive Candidates tab.

2. Search for and select the desired clips from the Candidates grid. Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

3. Click  to add the clips to the Selected Clips grid. You can also double-click a clip to add it to the Selected Clips grid.

---

> ✎ **Note**
> If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.
>
> 
>
> If you click **Yes**, the selected clips will be removed from the Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

---

4. Click the **Refuse** button .

   A dialog box appears asking you to enter a refusal reason. It is mandatory to enter a refusal reason.
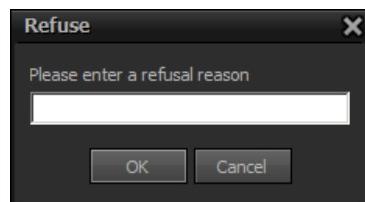
   

5. Enter a refusal reason and click **OK**. If you do not enter a reason and click **OK**, a warning message will appear and the clips will not be refused.
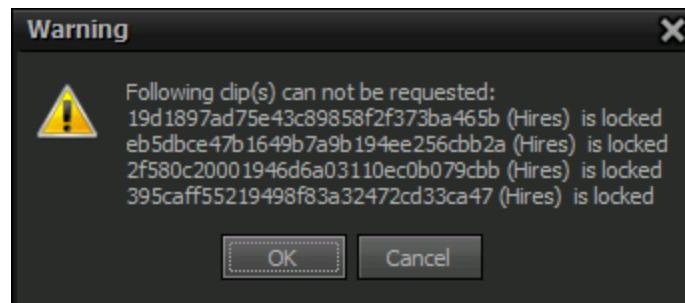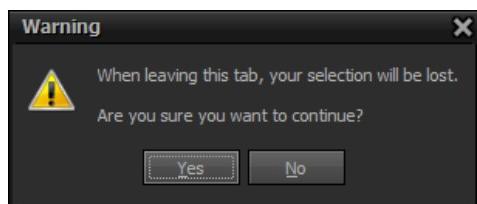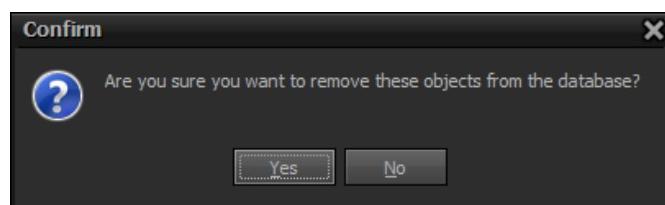
The selected clips will disappear from the Archive Candidates tab and will appear in the Refused tab.

**Note**

If you have selected one or more clips that are locked, a warning will appear.



Click **Cancel** to abort the action, or click **OK** to continue. Only the clips that are not locked will be refused. The locked clips will remain in the Archive Candidates tab.

# Deleting Refused Clips

NEW !    To delete a refused clip from Deep Archive Manager and from the database, proceed as follows:

1.  Open the Refused tab.

2.  Search for and select the desired clips in the Refused grid. Multiple clips can be selected.

    To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

3.  Click  to add the clips to the Selected Clips grid. You can also double-click a clip to add it to the Selected Clips grid.

---

**Note**

If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.



If you click **Yes**, the selected clips will be removed from the Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

---

4.  Click the **Delete** button.

    A confirmation dialog box appears asking you to confirm your action.



5.  Click **Yes** to continue.

    The selected clips will be removed from the Refused tab and from the database.

# Refusing Clips by Filter

In the Configurator one can create refuse archive filters that specify which types of clips should be automatically refused by Deep Archive Manager after a certain period of time.

These refuse archive filters only apply to clips already present in the Archive Candidates tab.

Clips that match the criteria of the refuse archive filter will automatically be moved to the Refused tab when the automatic refusal feature has been activated in the refuse archive filter and when the retention period has been reached.

Clips that do not match the criteria of the refuse archive filter or that are locked will remain in the Archive Candidates tab.

# Changing the Tape Group

## NEW ! Changing the Tape Group of a Single Clip

To change the tape group of a single clip, proceed as follows:

1. Select the desired clip in the upper grid.

2. Click the **Tape Group** field and do one of the following:

   ◦ Enter (part) of the name of the tape group.

   OR

   ◦ Open the drop-down list and select the desired tape group.

3. Click **Yes** to save your changes.

## NEW ! Changing the Tape Group of All Clips

To change the tape group of all clips in the grid, proceed as follows:

1. Open the **Edit** menu and select the command **Change All Groups**.

   The Tape Group dialog box appears.



2. Select the new tape group from the drop-down list and click the **Save** button to save your changes.

> **Note**
> If a filter has been applied to the grid, only the tape group of the clips that are visible in the grid will be changed.

# 5.5. Removing the Online Copy

## 5.5.1. Manually Removing the Online Copy

NEW !

To remove the high- or low-resolution video file of one or more clips from the nearline storage after they have been archived to LTO tape or after they have been restored, proceed as follows:

1. Open the Archived or Restored tab.

2. Search for and select the desired clips from the Archived or Restored grid. Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

3. Click [button] to add the clips to the Selected Clips grid. You can also double-click a clip to add it to the Selected Clips grid.

   > **Note**
   > If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.

   If you click **Yes**, the selected clips will be removed from the Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

4. Click the **Remove Online Copy** button [Remove online copy] to initiate the removal process.

   The selected clips will disappear from the Archived or Restored tab and will appear in the Remove Online Copy Queue tab.
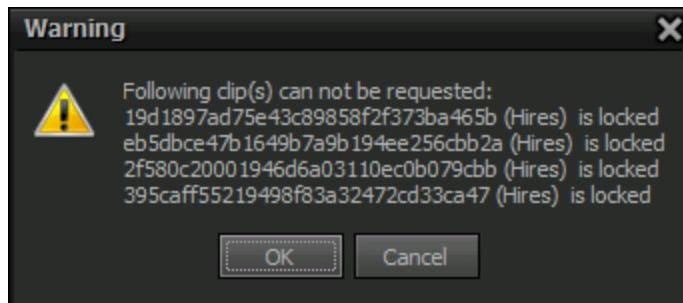
   > **Note**
   > If the corresponding low-resolution video file is not available on the nearline storage and has not been archived on LTO tape, an error message will appear.

> **Note**
> If you have selected one or more clips that are locked, a warning will appear.



Click **Cancel** to abort the action, or click **OK** to continue. Only the high- or low-resolution video file of the clips that are not locked will be removed.

## 5.5.2.   Removing the Online Copy by Filter

In the Configurator one can create remove online copy filters that specify for which types of clips the high- or low-resolution video file should be automatically removed after a certain period of time from the nearline storage.

The video file of the clips that match the criteria of the remove online copy filter will automatically be removed from the nearline storage when the automatic removal feature has been activated and when the retention period has been reached.

The video file of the clips that do not match the criteria of the filter or that are locked will remain on the nearline storage.

> **Note**
> Partially restored high-resolution video files cannot be removed automatically.

## 5.5.3.   Locking and Unlocking Archived Clips

Deep Archive Manager allows you to prevent clips from being manually or automatically removed from the nearline storage or being purged from LTO tape by locking them.

To lock a clip, click the corresponding **Lock** button 🔒. The clip will remain visible in the Archived tab.

To unlock a clip again, click the **Unlock** button 🔒. A message box will appear asking you to confirm your action. Click **Yes** to continue or **No** to cancel the action.
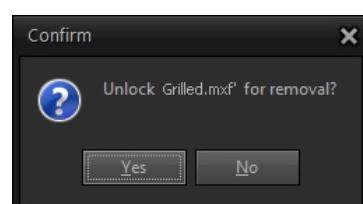
## 5.5.4. Removing Partially Restored High-Resolution Files

Partially restored video files can only be removed from the nearline using IPDirector. It is not possible to remove them using Deep Archive Manager.

To help the user decide which partially restored high-resolution video files can be safely removed from the IPDirector nearline storage, the corresponding clips can be sorted in the IPDirector Database Explorer by the userfield Retention Date.

The Retention Date field indicates when a partially restored high-resolution video file can be manually removed from the nearline storage. It is calculated by taking the restore date of the video file and adding to it the number of days that were entered as Retention Period in the Configuration tab of the Configurator. See the section about the Configuration tab in the Configurator user manual for more information.

Files with the oldest retention date can be safely removed from the nearline storage.

## 5.5.5. Clip Remove Online Copy Status

A clip can have one of the following statuses:

| Status | Description |
|---|---|
| **Remove Online Copy Candidate** | The clip has been added to the Archived or Restored tab and its high- or low-resolution video file is a potential candidate to be removed from LTO tape. |
| **Request Remove Online Copy** | A request to remove the high- or low-resolution video file of the clip from the nearline storage has been performed in Deep Archive Manager. |
| **Removing Online Copy** | The high- or low-resolution video file of the clip is being removed from the nearline storage. |
| **Online Copy Removed** | The high- or low-resolution video file of the clip has been removed from the nearline storage. |

# 5.6.    Restoring Clips

## 5.6.1.    Restoring Archived Files

**NEW !**  To restore the archived high- or low-resolution video file of one or more clips to the nearline storage, proceed as follows:
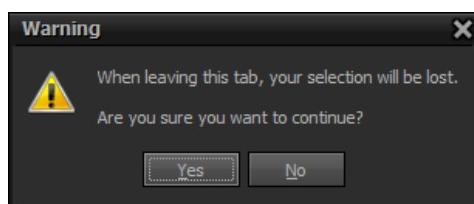
1. Open the Online Copy Removed tab.

2. Search for and select the desired clips from the Online Copy Removed grid. Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

3. Click [image] to add the clips to the Selected Clips grid. You can also double-click a clip to add it to the Selected Clips grid.

> **Note**
> If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.



> If you click **Yes**, the selected clips will be removed from the Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

4. Click the **Restore** button [Restore] to start the restoring.

   The selected clips will disappear from the Online Copy Removed tab and will appear in the Restore Queue tab with the status 'Request Restore'. See section "Restore Queue Tab" on page "48".

> **Note**
> If you try to restore a file that is stored on an LTO tape that is not present in the LTO tape library, the following error message will be displayed under the file in the Restore Queue tab: "The tape for <FILENAME> is not inserted in the tape robot. Please insert tape <TAPE_ID>."
> Insert the tape in the LTO tape library, click the **Retry** button next to the file you want to restore and then select the option: **Retry the underlying Restore Process**.

## 5.6.2. Locking and Unlocking Restored Clips

Deep Archive Manager allows you to prevent clips from being manually or automatically removed from the nearline storage or being purged from LTO tape by locking them.

To lock a clip, click the corresponding **Lock** button . The clip will remain visible in the Restored tab.

To unlock a clip again, click the **Unlock** button . A message box will appear asking you to confirm your action. Click **Yes** to continue or **No** to cancel the action.
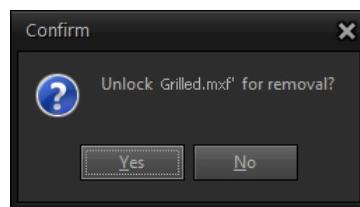


## 5.6.3. Clip Restore Status

A clip can have the following restore statuses:

| Status | Description |
| --- | --- |
| **Request Restore** | A request to restore the high- or low-resolution video file of a clip has been performed in Deep Archive Manager or in IPDirector. A deep archive system (HSM) has not yet been assigned. |
| **Restore Candidate** | The clip has been added to the Online Copy Removed tab of the Deep Archive Manager. |
| **Restore Storage Assigned** | A deep archive system (HSM) has been found ready to perform the restore request. |
| **Restore Requested** | The request to restore the high- or low-resolution video file has been submitted to the deep archive system (HSM). |
| **Restoring** | The high- or low-resolution video file is being restored. |
| **Restore Error** | An error occurred during the restore process. |
| **Partially Restored** | The high-resolution video file of the clip has been partially restored from LTO tape. |

# 5.7.    Purging Clips

## 5.7.1.    Manually Purging Archived Clips

NEW !  To purge the high- or low-resolution video file of one or more clips from LTO tape in case these files are still available on the nearline storage, proceed as follows:

1.  Open the Archived tab.

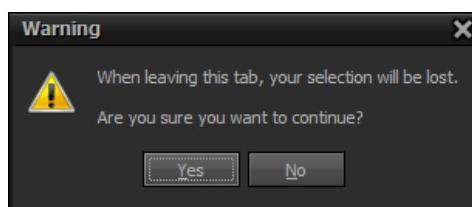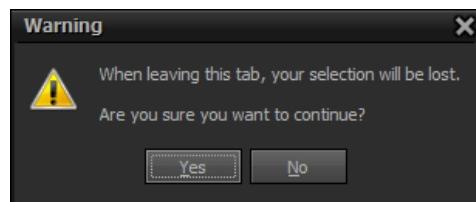2.  Search for and select the desired clips from the Archived grid. Multiple clips can be selected.

    To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

3.  Click [ ⌄ ] to add the clips to the Selected Clips grid. You can also double-click a clip to add it to the Selected Clips grid.

---

> ✎ **Note**
> If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.
>
> | Warning | ✕ |
> |---|---|
> | ⚠ | When leaving this tab, your selection will be lost. |
> |   | Are you sure you want to continue? |
> |   | [ Yes ]   [ No ] |
>
> If you click **Yes**, the selected clips will be removed from the Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

---

4.  Click the **Purge** button [ ⊗ Purge ] to start the purge process.

    The selected clips will disappear from the Archived tab and will appear in the Purge Queue tab. The high- or low-resolution video file will be purged from LTO tape. See section "Purge Queue Tab" on page "56". Once the purge has been completed, the clip will appear in the Purged tab. See section "Purged Tab" on page "57".

**Note**

If you have selected one or more clips that are locked, a warning will appear.
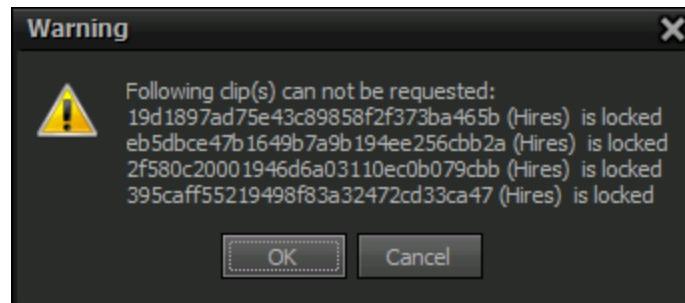


Click **Cancel** to abort the action, or click **OK** to continue. Only the clips that are not locked will be purged. The locked clips will not be purged and remain in the Archived tab.

# 5.7.2.    Manually Purging Archived Clips Without Online Copy

To purge the high- or low-resolution video file of one or more clips from LTO tape in case they are no longer available online, proceed as follows:

1. Open the Online Copy Removed tab.

2. Search for and select the desired clips from the Online Copy Removed grid. Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

3. Click [          ] to add the clips to the Selected Clips grid. You can also double-click a clip to add it to the Selected Clips grid.

---

> **Note**
> If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.
>
>
> If you click **Yes**, the selected clips will be removed from the Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

---

4. Click the **Purge** button [ ✖ Purge ] to start the purge.

   The selected clips will disappear from the Online Copy Removed tab and will appear in the Purge Queue tab. See section "Purge Queue Tab" on page "56".

## 5.7.3. Manually Purging Restored Clips

---

✎ **Note**
Partially restored high-resolution video files cannot be purged.

---

To purge the fully restored high- or low-resolution video file of one or more clips, proceed as follows:

1. Open the Restored tab.

2. Search for and select the desired clips from the Restored grid. Multiple clips can be selected.
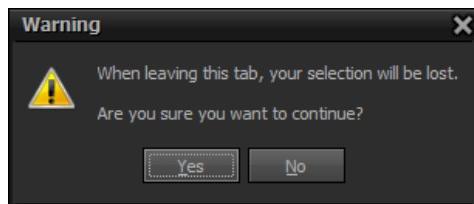
   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

3. Click ⌄ to add the selected clips to the Selected Clips grid. You can also double-click a clip to add it.

---

✎ **Note**
If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.

| Warning ✕ |
|---|
| ⚠ When leaving this tab, your selection will be lost. |
| Are you sure you want to continue? |
| [ Yes ]  [ No ] |

If you click **Yes**, the selected clips will be removed from Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips won't be removed.

---

4. Click the **Purge** button ⊗ Purge to initiate the purge process.

   The selected clips will disappear from the Restored tab and will appear in the Purge Queue tab. The high- or low-resolution video file will be purged from LTO tape. See section "Purge Queue Tab" on page "56".

> **Note**
> If you have selected one or more clips that are locked, a warning will appear.
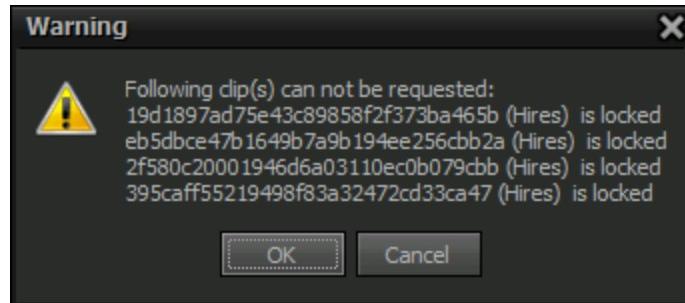


Click **Cancel** to abort the action, or click **OK** to continue. Only the high- or low-resolution video file of the clips that are not locked will be purged from LTO tape.

# 5.7.4. Purging Clips by Filter

## Introduction

In the Configurator one can create purge filters that specify for which types of clips the high- or low-resolution video file should be automatically removed from the nearline storage and from LTO tape by Deep Archive Manager.

The clips that match the criteria of the purge filter will be automatically moved to the Purge Candidates tab when the automatic purge feature has been activated and when the retention period has been reached.

The clips that do not match the criteria or that are locked will not be moved to the Purge Candidates tab.

## Procedure

To do this, proceed as follows:

1. Open the Purge Candidates tab.

2. Search for and select the desired clips. Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

3. Click [ v ] to add the clips to the Selected Clips grid. You can also double-click a clip to add it to the Selected Clips grid.

---

> ✏ **Note**
> If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.
>
> 
>
> If you click **Yes**, the selected clips will be removed from Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

---

4. Click the **Purge** button [ ❌ Purge ] to initiate the purge process.

   The selected clips will disappear from the Purge Candidates tab and will appear in the Purge Queue tab. See section "Purge Queue Tab" on page "56". The high- and low-resolution video files will be removed from the nearline storage and from LTO tape.

---

# 5.7.5.    Refusing Clips from Being Purged

To refuse clips that have been automatically requested to be purged from LTO tape and to be removed from the nearline storage, proceed as follows:

1. Open the Purge Candidates tab.

2. Search for and select the desired clips from the Purge Candidates grid. Multiple clips can be selected.

   To select a consecutive group of clips, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive clips, press and hold down the **CTRL** key, and then click each item you want to select.

3. Click [button] to add the clips to the Selected Clips grid. You can also double-click a clip to add it to the Selected Clips grid.

---

> **Note**
> If you switch to another tab when there are still items in the Selected Clips grid, a warning will appear.
>
> 
>
> If you click **Yes**, the selected clips will be removed from the Selected Clips grid and the other tab will be opened. If you click **No**, you will remain in the current tab and the selected clips will not be removed.

---

4. Click the **Refuse** button [Refuse].

   The clips will disappear from this tab, and appear again in the Online Copy Removed tab or Restored tab. Depending on the settings, they can also reappear again in the Archived tab. See section "Options Tab" on page "121".

# 5.7.6. Clip Purge Status

A clip can have one of the following purge statuses:

| Status | Description |
|---|---|
| **Purge Candidate** | The high- or low-resolution video file of the clip has been automatically requested to be purged and has been added to the Purge Candidates tab. |
| **Purge Requested** | A request to remove the high- or low-resolution video file of the clip from LTO tape has been performed in Deep Archive Manager. |
| **Purging** | The high- or low-resolution video file of the clip is being removed from LTO tape. |
| **Purged** | The high- or low-resolution video file of the clip has been removed from LTO tape. |
| **Purge Error** | An error occurred during the purge process. |
| **Cleanup Requested** | A request has been performed to remove the high- or low-resolution video file of the clip from LTO tape and from the nearline storage. The request was issued from the Purge Candidates tab. |
| **Cleaning Up** | The high- or low-resolution video file of the clip is being removed from LTO tape and from the nearline storage. |

## 5.7.7.    Changing the Tape Group

NEW !    **Changing the Tape Group of a Single Clip**

To change the tape group of a single clip, proceed as follows:

1. Select the desired clip in the upper grid.

2. Click the **Tape Group** field and do one of the following:

   ◦ Enter (part) of the name of the tape group.

   OR

   ◦ Open the drop-down list and select the desired tape group.

3. Click **Yes** to save your changes.

NEW !    **Changing the Tape Group of All Clips**

To change the tape group of all clips in the grid, proceed as follows:

1. Open the **Edit** menu and select the command **Change All Groups**.

   The Tape Group dialog box appears.



2. Select the new tape group from the drop-down list and click the **Save** button to save your changes.

> **Note**
> If a filter has been applied to the grid, only the tape group of the clips that are visible in the grid will be changed.

# 5.8. Errors

## 5.8.1. Warnings

Clips can enter Deep Archive Manager through various channels or 'origins', e.g. Final Cut Pro, IPDirector, a playout system. If a clip has been requested multiple times to be archived in the same application or through the same channel, then a warning message and warning icon ⚠ appear in Deep Archive Manager.
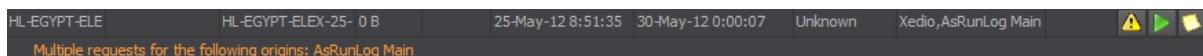


## 5.8.2. Types of Errors

Two types of errors can be distinguished in the Archive Queue, Remove Online Copy Queue, Restore Queue and Purge Queue tab of the Deep Archive Manager:

- Errors originating from the deep archive system, e.g. archive, remove online copy, restore and purge errors.

- Errors not originating from the deep archive system, e.g. database errors.

The errors are displayed in the grid under the clip they apply to. A **Retry** button 🔁 and **Delete** button ❌ appear next to each clip with error message.
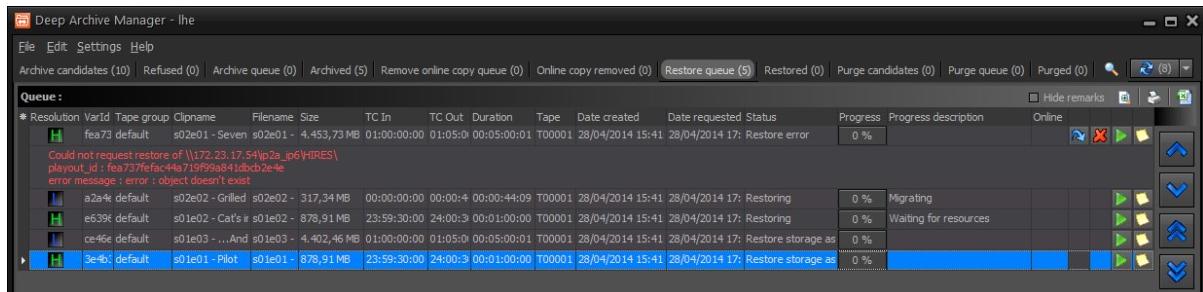


The error messages can be hidden by selecting the **Hide Remarks** check box.

# 5.8.3. Handling Errors From the Deep Archive System

## Retrying Errors

To retry a task, e.g. archiving, restoring, removing online copy, or purging of a particular clip, that gave an error message originating from the deep archive system, proceed as follows:

1. Click the **Retry** button .

   A dialog box appears.
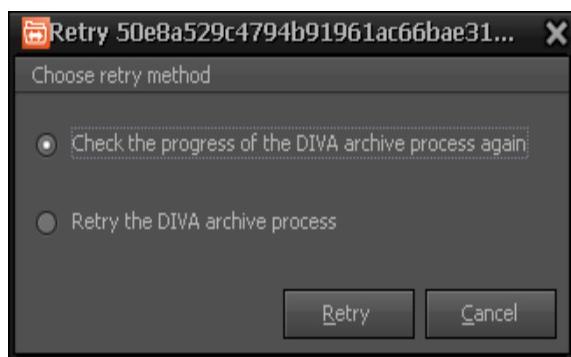
   

2. Select:

   ◦ the first retry method, if you want Deep Archive Manager to automatically return to the status prior to the error status. For example, before archiving the Deep Archive Manager always checks if the files to be archived actually exist. If during this check the connection with the network is temporarily lost, an error message will appear in the Deep Archive Manager GUI. When the connection is restored, you can tell Deep Archive Manager to return to the status before the error status, i.e. the checking of the existence of the file to be archived, and to retry the corresponding action. This retry method is selected by default.

   ◦ the second retry method, if you want the deep archive system to restart the process. For example, when there is a tape robot malfunction, an error message will appear in the Deep Archive Manager GUI. Once the malfunction is repaired, you can restart the process by selecting the second retry method. The process will return to the first status of the corresponding job, for example Request Archive.

   If the error gets solved, the process will continue. Otherwise, the record will go into error again.

### Deleting Errors

To delete a task, e.g. archiving, restoring, removing online copy, or purging of a particular clip, that gave an error message originating from the deep archive system, proceed as follows:

1. Click the **Delete** button .

   A dialog box appears asking you to confirm the action.
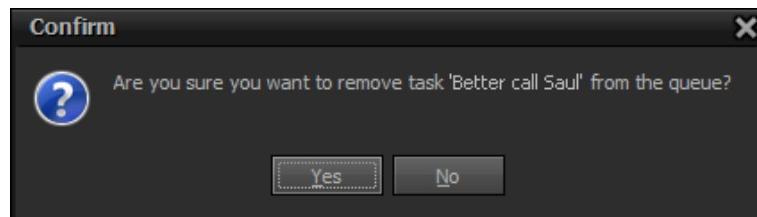
   

2. Click **Yes** to continue.

   The clip will disappear from the current tab and will appear in the tab it originated from. For example, a clip in the Remove Online Copy Queue tab will return to the Archived tab.

## 5.8.4.   Handling Other Errors

To handle an error that does not originate from the deep archive system, click the **Retry** button . Deep Archive Manager will automatically return to the status prior to the error.

# 6. Managing Grids

## 6.1. Introduction

In the application most of the data is displayed in grids. Each grid consists of a number of columns containing specific information.

The application provides you a number of features to customize each grid.

You can:

- adjust the width of each column

- add and remove columns

- hide and unhide columns

- sort, filter and group data

- perform basic calculations on data.

You can also print the data of each grid or export it to Excel for reporting purposes.

> **Note**
> - Sorting data is not possible in the Archive Queue, Remove Online Copy Queue, Restore Queue tab and Purge Queue tab.
> - Grouping data is only possible in the Search tab.

## 6.2. Expanding and Collapsing Panes and Grids

Certain panes and/or grids are separated by a splitter bar.

To fully expand a pane or grid, click the splitter bar at the top or bottom of this pane or grid.

To collapse a pane or grid again, click the splitter bar at the top or bottom of the pane.

To manually change the height of a pane or grid, drag the splitter bar until the grid has the desired height. If you hover your mouse over the splitter bar, it will light up and a double-headed arrow will appear.

# 6.3. Manipulating Columns

## 6.3.1. Adjusting the Width of Columns

The width of each grid column can be manually or automatically adjusted.

### How to Manually Adjust the Column Width

To manually adjust the width of a particular column, drag the right or left border of the column header until the column has the desired width.

To manually change the width of a column to fit its contents, double-click the boundary on the right side of the column header.

If you hold your cursor over a column header border, it will change into a double-headed arrow.



### How to Automatically Adjust the Column Width

To automatically adjust the width of a column to fit its contents, right-click the column header, and then select the **Best Fit** option from the context menu.

To automatically adjust the width of all columns to fit their contents, right-click the column header, and then select the **Best Fit (all columns)** option from the context menu.
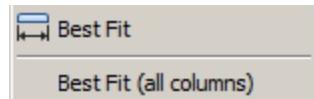


## 6.3.2. Reordering Columns

If you want the information in a grid to be displayed in a different order, you can change the position of the columns. There are two ways to reorder columns.

### Using a Drag-And-Drop Action

To reorder a column by directly dragging its header, proceed as follows:

1. Click the header of the column you want to move and hold down your left mouse button.

2. Drag the column header to the desired position in the grid.

    Two arrows will indicate where it is possible to insert the column.

A black prohibition sign will indicate where the column cannot be inserted.



3. Release the left mouse button to insert the column.

### Using the Show/Hide/Move Button

You can also reorder the columns of a grid by using the **Show/Hide/Move** button:

1. Click  on the left side of the first column header.

   A drop-down list containing the headers of the grid columns appears. The column headers are listed in the order in which the columns are displayed in the grid. The first header in the list is the leftmost field in the grid. The columns that are visible in the grid are selected.

   The headers in the screenshot below can differ from the headers available in your application.
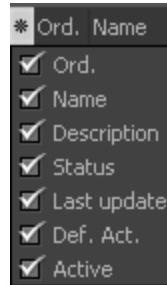


2. Select a header and drag it to the desired position in the list. Green arrows will appear indicating where you can insert the grid.
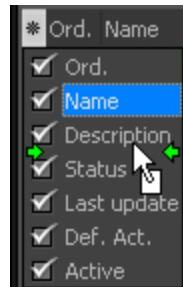


# 6.3.3.    Adding and Removing Columns

If you want more or less information to be displayed in a particular grid, you can simply add or remove one or more columns.

### How to Add a Column

To add a column to a grid, proceed as follows:

1. Right-click the header of a column, and then select the option **Field Chooser** from the context menu.
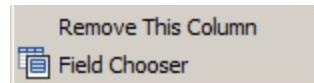
A dialog box appears with a list of predefined columns you can add to the grid. Note that the column headers shown in the screenshot below can differ from the ones displayed in your application.
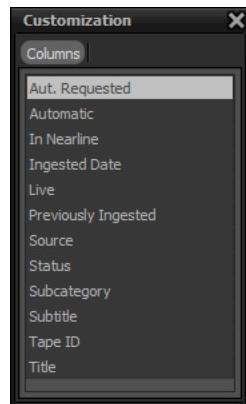


2. From the list, select the header of the column you want to add to the grid.

3. Drag the column header to the desired position in the grid.

   Two green arrows will appear indicating where you can insert the column.
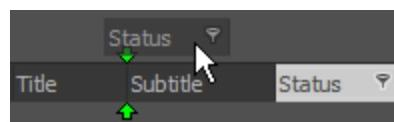


   A black prohibition sign or cross will appear if you try to insert the column in a location where it cannot be inserted.



4. Release the left mouse button to insert the column.

## How to Remove a Column

To remove a column from a grid, right-click its header and then select the option **Remove This Column** from the context menu.
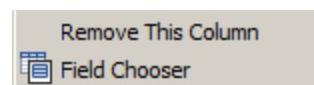


The column will disappear from the grid and its header will be added to the dialog box containing the columns that can be added to the grid.

The removed column can be added again to the grid.

# 6.3.4.    Hiding and Unhiding Columns

You can temporarily hide columns from a grid without having to remove them. Afterwards, you can easily make them visible again.

## How to Hide a Column

To hide a particular column from a grid, proceed as follows:

1.  Click the **Show/Hide/Move** button ▓ in the top left corner of the grid.

    A drop-down list will appear with the available columns.
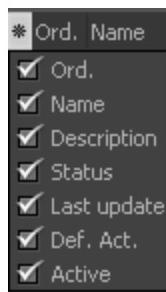
    

2.  Deselect the check box next to the header of the column you want to hide from the grid.

## How to Unhide a Column

To make a hidden column visible again, proceed as follows:

1.  Click the **Show/Hide/Move** button ▓ in the top left corner of the grid.

    A drop-down list will appear with the available columns.
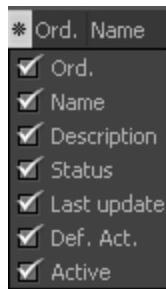
    

2.  Select the check box next to the header of the column you want to make visible again.

# 6.4. Sorting Data

Each grid can be sorted according to the values in one of the columns. You can sort text (from A-Z or from Z-A) and numbers (from low to high or from high to low).

## By Clicking a Column Header

To sort the data in a particular column, click the column header once to sort the data in ascending order. Click again to sort the data in descending order. An arrow next to the column header indicates the sorting method.

| VarId ▲ | sorted in ascending order |
|---|---|
| VarId ▼ | sorted in descending order |

## By Using the Context Menu

You can also sort the data in a particular column by right-clicking the column header and selecting the desired sorting method from the context menu.

To clear the sorting in a particular column, right-click the column header and select the option **Clear Sorting** from the context menu.

| A↓Z Sort Ascending |
| Z↓A Sort Descending |
| Clear Sorting |
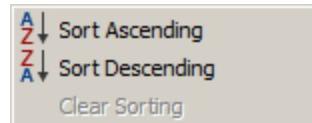
# 6.5.    Filtering Data

You can filter the data in a grid by using two types of filters: by one or more values from a particular column or by simple or complex criteria.

## 6.5.1.    Filtering by Values From a Column

To filter the data in a particular grid by one or more values from a particular column, proceed as follows:

1.  Hold your cursor over the header of the column by whose values you want to filter the grid, and then click the filter button.

    A drop-down list opens containing all the column values.
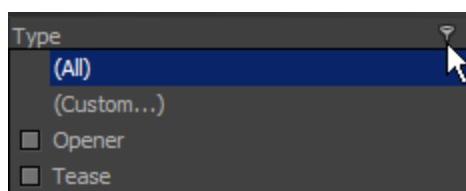
    

2.  Select the desired values.
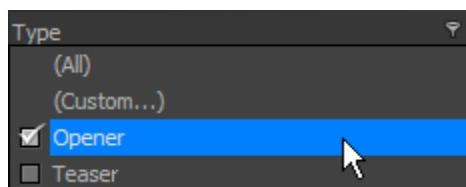
    

    Only the records that contain one of the selected values are displayed in the grid. At the bottom of the grid a filter bar appears displaying the applied filter.

    

3.  In the filter bar, do one of the following:

    ◦   Clear the check box next to the filter ☑ to undo it. Select the check box to apply the filter again.

    ◦   Click ☒ to undo the filter and close the filter bar.

    ◦   Click ▼ to open a drop-down list containing previously applied filters.

    ◦   Click **Customize** to create a complex filter.

## 6.5.2.    Filtering by Criteria

Filters by criteria can be simple or complex:

*   **Simple filters** consist of one or two criteria and one Boolean operator (AND or OR).

*   **Complex filters** consist of more than two criteria and more than one Boolean operator (AND, OR, NOT AND and NOT OR).

## How to Create a Simple Filter

To create a simple filter, proceed as follows:

1. Hold your cursor over the header of the desired column, and then click the filter button appearing in the right corner.
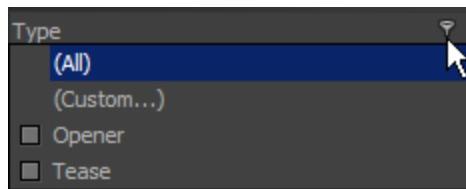
2. From the drop-down list, select the option **(Custom…)**.

   The Custom Filter dialog box appears. Here you can enter the criterion or the two criteria you want to filter the values of the selected column by.
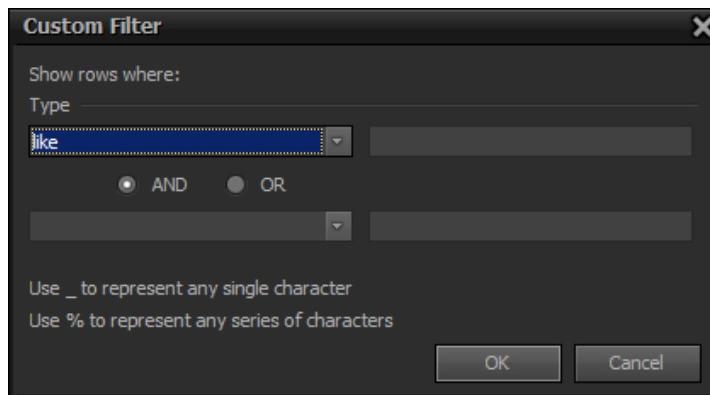
3. Select the desired comparison operator from the first drop-down list.

   A comparison operator is used in comparison criteria to compare two values. Operators include: 'equals', 'does not equal', 'is less than', 'is less than or equal to', 'is greater than', 'is greater than or equal to', 'like', 'not like', 'is blank' and 'is not blank'.

   For example, if you want to filter the values of a column by text that includes a certain word, character or sign, you have to select the comparison operator 'like'.

4. Enter text in the field next to the first drop-down list.

   For example, if you want to filter by text that includes the letter 'S', type %S%.

   The % wildcard can substitute for zero or more characters. The _ character can substitute for exactly one character.

5. If you want to add a second filter criterion, select the desired Boolean operator. Select:

   ◦ **AND**, if both criteria have to be true;

   ◦ **OR**, if at least one of the criteria or both have to be true.

6. Select the desired comparison operator from the second drop-down list, and then enter text in the field at the right.

7. Click **OK** to apply the filter.

   Only the values matching the entered criterion or criteria will be displayed.

## How to Create a Complex Filter

To create a complex filter, proceed as follows:

1. Apply a simple filter to a grid or filter a grid by selecting one or more values from a list of values. See above.

   At the bottom of the grid a filter bar appears.

2. In the filter bar, click the **Customize** button.



A dialog box appears that allows you to create complex filters. The criteria of the active filter are displayed in a tree structure. Here you can add extra criteria and change the existing criteria.
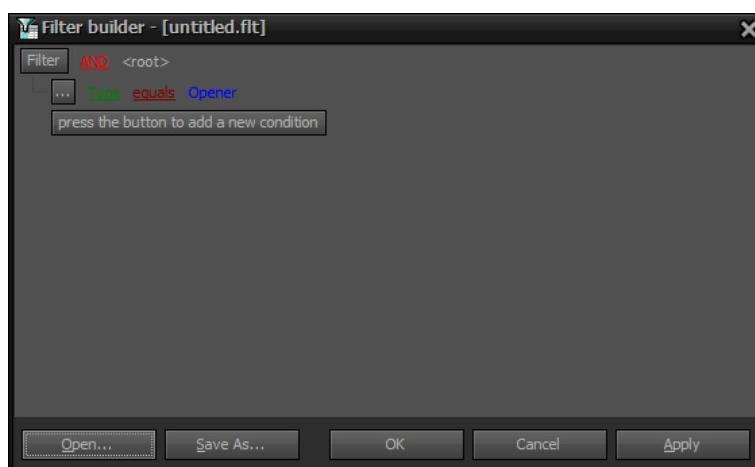


3. Do one of the following:

- To add a new criterion, do one of the following:

  ◦ click the **Press the Button to Add a New Condition** button;

  ◦ click the **Filter** button and select **Add Condition**;

  ◦ click next to a criterion and select **Add Condition**.

- To change a criterion, do one of the following:

  ◦ click a column header (green and underlined text) and select another value from the list;

  ◦ click a comparison operator (dark red and underlined text) and select another value from the list: 'equals', 'does not equal', 'is less than', 'is less than or equal to', 'is greater than', 'is greater than or equal to', 'like', 'not like', 'is blank', 'is not blank', 'between', 'not between', 'in', 'not in';

  ◦ click the dark blue text on the right of the comparison operator and enter another value.

- To delete a criterion, click the button to the left of the criterion and select the option **Remove Row**.

- To add a group of criteria, do one of the following:

  ◦ click next to a random criterion and select **Add Group**;

◦ click the **Filter** button and select **Add Group**.

- To delete all criteria, click the **Filter** button and select the option **Clear All**.

4. Do one of the following:

   ◦ To open an existing complex filter, click **Open**;

   ◦ To save the current filter, click **Save As**;

   ◦ To confirm the changes and close the dialog box, click **OK**;

   ◦ To undo the changes, click **Cancel**.

   ◦ To apply the changes, click **Apply**.

   At the bottom of the grid a bar appears which displays the components of the complex filter. Note that if you have already created a custom filter in the past, you can reapply it by clicking the current filter or the downward pointing arrow. A drop-down list containing previous filters appears.

# 6.6.     Grouping Data

## 6.6.1.    How to Group Data

To group the data in a grid by one or more column headers, proceed as follows:

1.  Drag-and-drop the header of the column by which you want to group the data in the grid to the light gray bar above the grid.
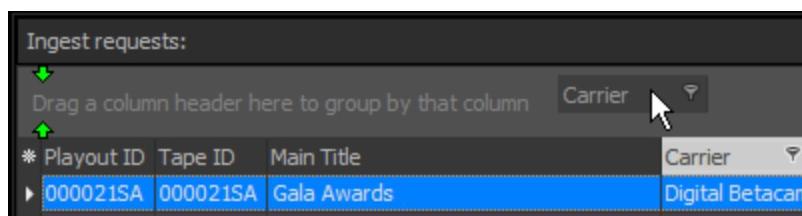


The data in the grid will be grouped by the column header you dragged and dropped.
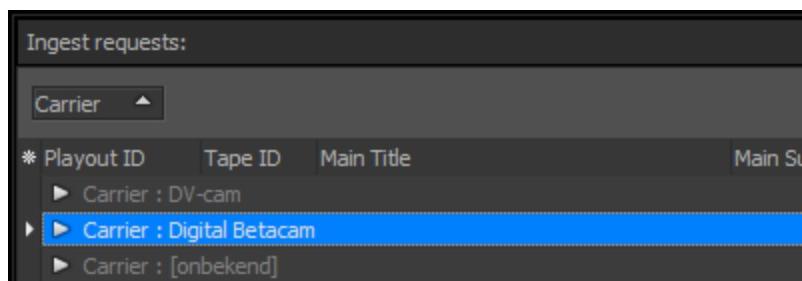


2.  Click ▶ next to a group to open its content. Click ▼ to collapse the content of a group again.

3.  To create one or more subgroups, drag one of the other column headers to the bar above the grid. Two arrows indicate where you can enter insert the header. You can add the new header before or after the headers that are already there.
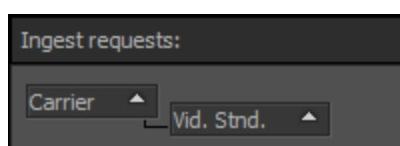


4.  If necessary, you can reorder the headers to change the grouping.

## 6.6.2.    How To Ungroup Data

To undo a grouping in a grid, drag and drop the desired column header back to the grid.

# 6.7. Performing Basic Calculations on Data

## 6.7.1. Basic Calculations and Footers

You can perform basic calculations on the data in a grid by adding footers. Footers can be added to individual columns and also to groups. These footers visualize the calculations performed on a particular column or on a particular group.

You can perform the following calculations:

- **Sum**: adds up all numbers in a column

- **Min**: defines the lowest value in a column

- **Max**: defines the highest value in a column

- **Count**: counts the elements in a column

- **Average**: calculates the average value of all numbers in a column.

## 6.7.2. Performing Basic Calculations on the Data of a Single Column

To perform basic calculations on the data of a particular column, proceed as follows:

1. Right-click the desired column header.

2. From the context menu, select the **Footer** option.



At the bottom of the grid an empty Footer bar appears.
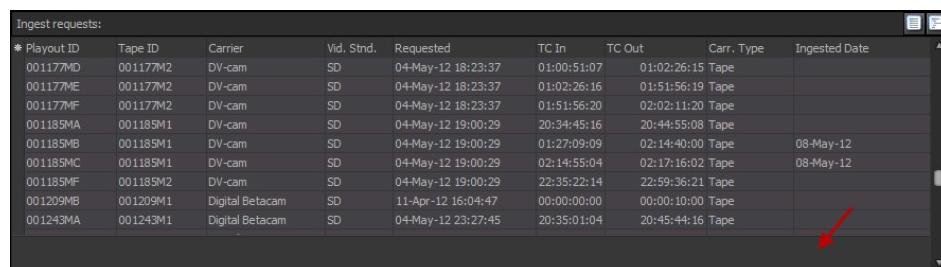


3. Right-click the area of the Footer bar at the bottom of the desired column.

A context menu with basic operations appears.
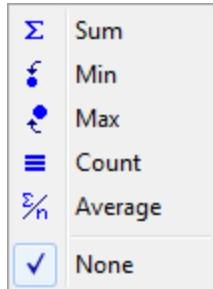
> **Note**
> Depending of the type of data in a column (numbers, alphanumeric data), more or less operations will be available.

4.  Select the desired operation.

    In the footer area at the bottom of the column the result of the operation appears.



    A Footer bar is added to each group and subgroup, if any, in the grid.



5.  Right-click the area of the Footer bar at the bottom of the column of the desired (sub) group.

    A context menu with basic operations appears.



> **Note**
> Depending of the type of data in a column (numbers, alphanumeric data), more or less operations will be available.

6. Select the desired operation.

The result of the operation appears in the Footer bar.



## 6.7.3. Performing Basic Calculations on Grouped Grid Data

To perform basic calculations on grouped grid data, proceed as follows:

1. Right-click the header of a random column.

2. In the context menu, select the **GroupFooters** option. This option only becomes available when the data in the grid has been grouped.
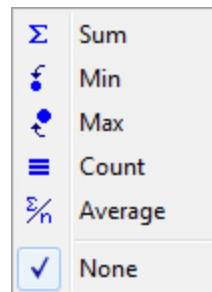


A Footer bar is added to each group and subgroup, if any, in the grid.



3. Right-click the area of the Footer bar at the bottom of the column of the desired (sub) group.
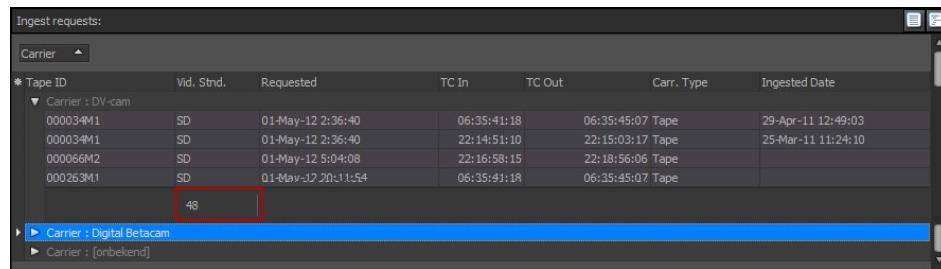
A context menu with basic operations appears.



> **Note**
> Depending of the type of data in a column (numbers, alphanumeric data), more or less operations will be available.

4. Select the desired operation.

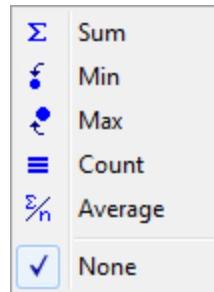The result of the operation appears in the Footer bar.



# 6.7.4.    How to Remove a Footer

You can remove a specific footer or you can remove all footers. Do one of the following:

- To remove a specific footer, right-click this footer and in the context menu select the option **None**.



- To remove all footers from a grid, right-click a random column header and in the context menu select the option **Footers** or **Group Footers** (in case of grouped data).

# 6.8. Printing and Exporting Data

## 6.8.1. Print and Export Toolbar

A toolbar is provided containing buttons that allow you to print or export to Excel the data displayed in the grid. The table below describes each button.

| Button | Description |
| --- | --- |
|  | This button allows you to preview the grid data before printing. |
|  | This button allows you to print the grid data. |
|  | This button allows you to export the grid data to Excel. |

## 6.8.2. Printing Data

To print the data of a particular grid, proceed as follows:

1. Click the **Print** button above the grid whose data you want to print.

   A Print dialog box appears.

2. Click **Print** to print the grid data.

## 6.8.3. Exporting Data

To export the data of a particular grid to Excel, proceed as follows:

1. Click the **Excel Export** button above the grid whose data you want to export to Excel.

   An Excel file is generated. The suggested Excel file name contains the current date and name of the tab of which you want to export the data. You can still modify this name.

2. Browse for the folder where you want to save the Excel file.

3. Enter a name in the **File Name** field or use the default name, and then click **Save** to save the file.

   If the folder contains an Excel file with the same file name, a warning message will appear asking you if you want to replace the existing file. Click **Yes** to continue and **No** to cancel the operation.
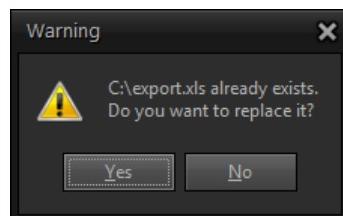
Once you have saved the file, a message box appears asking you if you want to open the newly generated Excel file. Click **Yes** to open the file and **No** to cancel the operation.
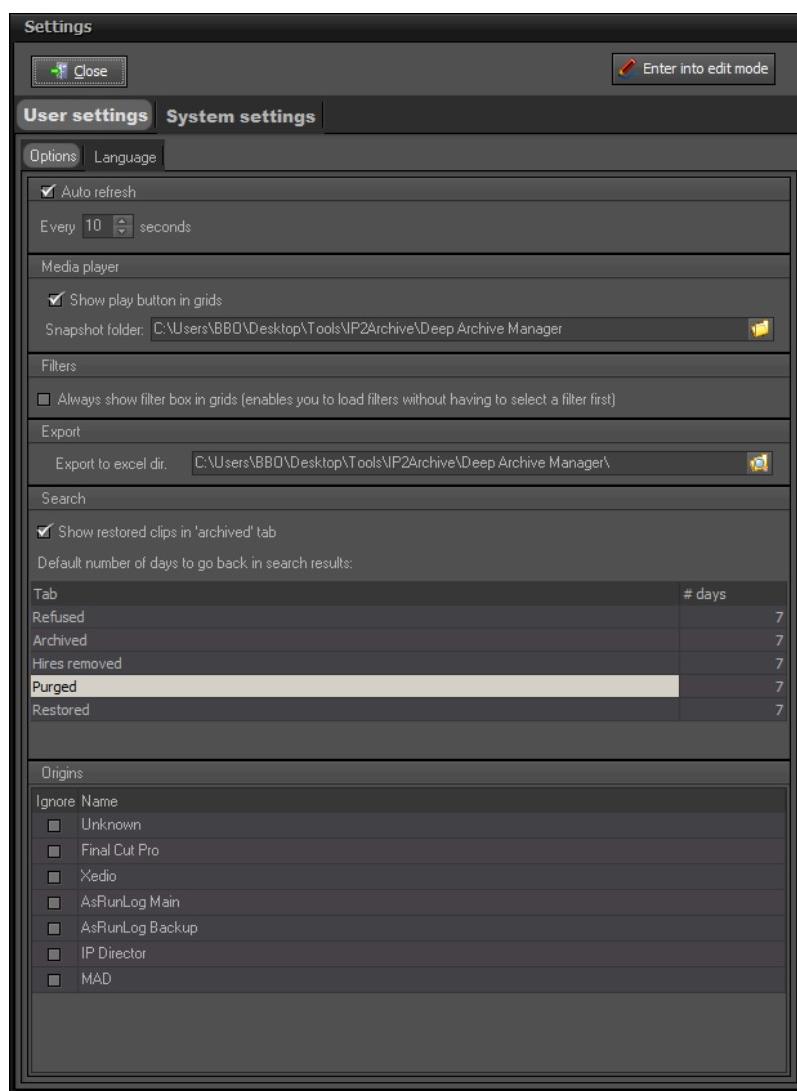
# 7. Configuring the Application

## 7.1. Settings Window

### Opening the Settings Window

The Settings window allows you to configure your application. The first time the application is launched after it has been installed, the Settings window opens automatically.



The Settings window can also be accessed through the **Settings** menu in the main window.

## Overview Setup Categories

The settings can be divided into two setup categories. In the Settings window, a tab is provided for each setup category. The table below briefly describes each setup category:

| Setup Category | Description |
|---|---|
| User Settings | These settings can be configured by each individual user. |
| System Settings | These settings configure the general functioning of the application. They can only be configured by the system administrator. |

## Edit Mode

To be able to edit the System settings, you first have to enter a password.

To put the Settings window into Edit Mode, proceed as follows:

1. Click the **Enter Into Edit Mode** button .

   A dialog box appears.
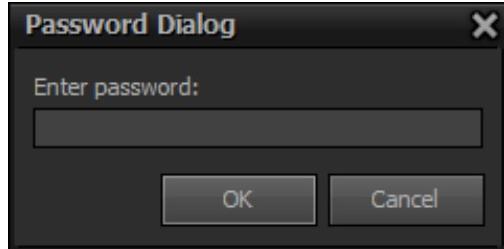
   

2. Enter the administrator password and then click **OK**.

   The Settings window enters into Edit Mode.

   

> **Note**
> Certain settings are read-only and cannot be configured. These can only be modified in the Configurator application. Other settings have to be configured locally.

# 7.2. User Settings

## 7.2.1. Overview User Settings Subcategories

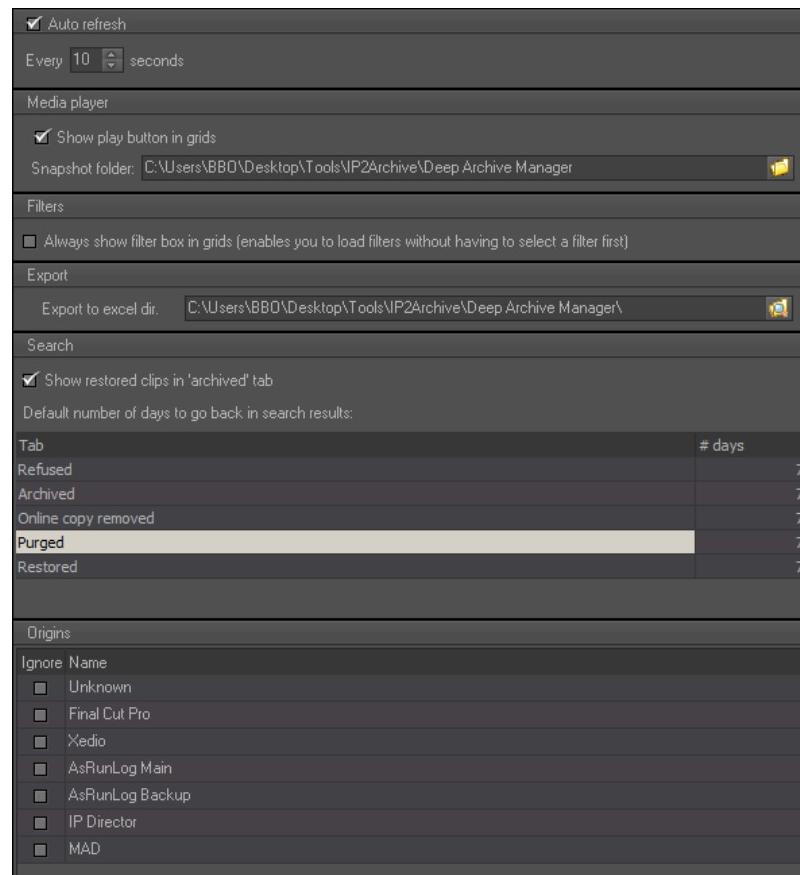The User settings are divided into the following subcategories:

- Options
- Language

For each subcategory a tab is provided.

## 7.2.2. Options Tab

The Options tab contains various settings.



### Enabling Autorefresh

In the Auto Refresh group box the autorefresh functionality can be enabled or disabled and a refresh interval can be defined. By default, the grids are automatically refreshed every 10 seconds.

## Media Player

In the Media Player group box you can activate or deactivate the display of a **Play** button in the various grids of the Deep Archive Manager. With this button you can open a media player allowing you to play back the low-resolution version of a particular clip.

With the media player you can take a snapshot of a particular frame of the low-resolution video file. In the **Snapshot Folder** field, you can enter the path of the folder where the snapshots should be stored. You can also click  to browse for the folder.

## Activating the Filter Bar

In the Filters group box you can activate or deactivate the display of the filter bar at the bottom of each grid, enabling you to load previously saved filters without having to select a filter first.

## Specifying the Storage Folder for Excel Exports

The Export group box allows you to specify a storage folder for the Excel exports. By default, the installation folder of the application is selected.

## Hiding or Showing Restored Clips in the Archived Tab

The option **Show Restored Clips in 'Archived' Tab** allows you to hide or show restored clips in the Archived tab. If selected, the clips will be displayed. If not, the clips will be hidden. The clips will still be visible in the Restored tab.

## Defining a Default Search Period

In the Search group box you can define the default date range of the date filters in the following tabs: Refused, Archived, Online Copy Removed, Purged and Restored tab. By default, the date range is set to the last 7 days.

## Hiding Clips Originating From a Particular Source

In the Origins group box you can select one or more origins, i.e. the source through which the clips entered the deep archive system. The clips belonging to these origins will no longer be visible then in the Deep Archive Manager. If you deselect an origin again, the clips will become visible again.

## 7.2.3.    Language Tab

The Language tab allows you to change the language of the Deep Archive Manager user interface. The default language is set in the Configurator application, but can be changed locally. The language can be set per user.
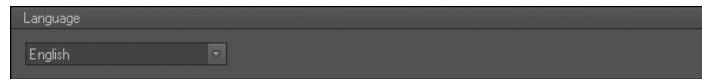
# 7.3.     System Settings

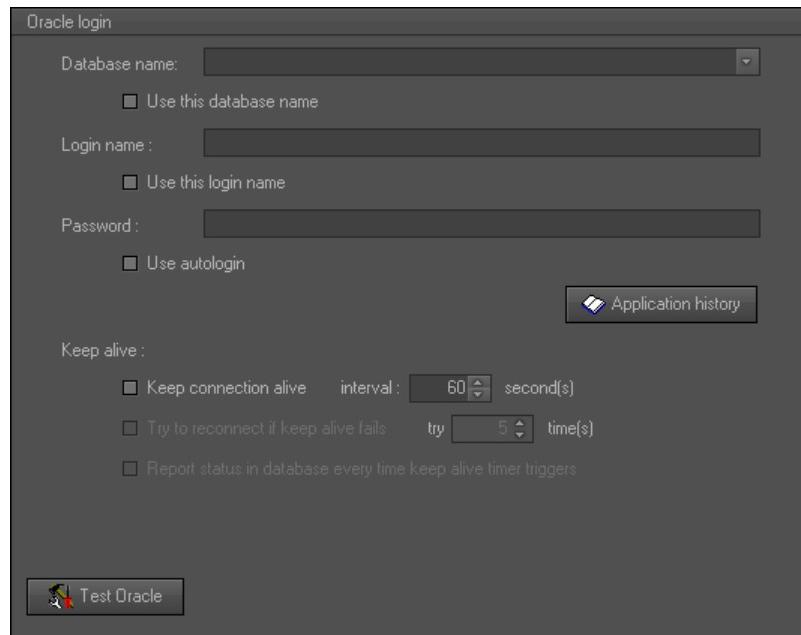## 7.3.1.     Overview System Settings Subcategories

The System settings are divided into the following subcategories:

• Oracle Connection

• E-Mail Options

• IPDirector API

For each subcategory a tab is provided.

## 7.3.2.     Oracle Connection Tab

The Oracle Connection tab allows you to configure the connection with the Oracle database.



### Entering the Database Name

In this field you have to enter the name of the database the application has to connect to.

If the **Use This Database Name** check box is selected, the name of the database will automatically appear in the Oracle login dialog box at start-up.

## Entering the Login Name

In this field you have to enter a login name. If the **Use This Login Name** check box is selected, the login name will automatically appear in the Oracle login dialog box at start-up.

## Entering a Password

In this field you have to enter a password. If the **Use Auto Login** check box is selected, the application automatically logs into the selected database at start-up. The Oracle login dialog box does not appear.

## Checking Application History

By clicking the **Application History** button, you can open a chronological list of all software versions of the application. To get more details about each version (creation date, name of programmer, status, additional remarks), you have to click **+** next to the version number.

## Activating Keep Alive

If the option **Keep Connection Alive** is selected, a message is sent to the database at regular time intervals to avoid idle connections from being closed by the firewall. These intervals can be set by you.

If the option **Try to Reconnect if Keep Alive Fails** is selected, the application will try a number of times to reconnect with the database.

If the option **Report Status in Database Everytime Keep Alive Timer Triggers** is selected, the status of the connection is reported in the database each time the Keep Alive Timer sends a trigger to send a Keep Connection Alive message.

## Testing the Oracle Connection

The **Test Oracle** button allows you to check the validity of the database name, login and username you entered.

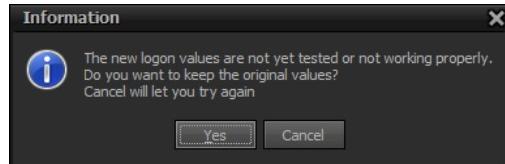If these data are valid, then the following message appears next to the **Test Oracle** button: 'OK'.

If the login name or password is invalid, then a message box appears with the following message: 'ORA-01017: invalid username/password; logon denied'.

If the database name is invalid, then a message box appears with the following message: 'ORA-12154:TNS: could not resolve the connect identifier specified'.

If you omit the password, then a message box appears with the following message: 'ORA-01005: null password given; logon denied'.
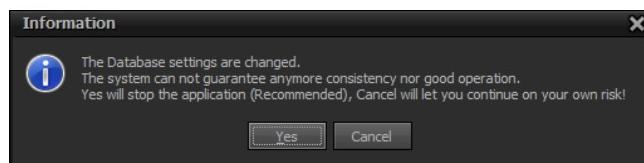
If you do not enter a database name, login and username, then a message box appears with the following message: 'ORA-12560: TNS: protocol adapter error'.

You can also check the software version of the application by clicking the **Test Oracle** button. If the software version is up-to-date, then the following message appears: 'Current– The Current Version'. If the software version is outdated, then the following message appears: 'Unknown Version Application! Please contact the EDP department.'

If you close the Settings window without testing the validity of the database name, login and username you just entered, then a message box appears.

**Information**

The new logon values are not yet tested or not working properly.
Do you want to keep the original values?
Cancel will let you try again

Yes      Cancel

If you click **Yes**, then the Settings window is closed and the original values are restored. If you click **Cancel**, then the Settings window does not close and you can test the values by clicking the **Test Oracle** button.

If you change the current database settings, test the connection and then close the Settings window, a message box will appear.

**Information**

The Database settings are changed.
The system can not guarantee anymore consistency nor good operation.
Yes will stop the application (Recommended), Cancel will let you continue on your own risk!

Yes      Cancel

If you click **Yes**, the application is stopped and closed. A manual restart will be required. Click **Cancel** to continue.

## 7.3.3.    E-Mail Options Tab

In case the application is capable of sending e-mail messages, the E-Mail Options tab will allow you to configure an e-mail account, enter the e-mail address of the default sender and recipients, and enter a default e-mail subject. If the application is not capable of sending e-mail messages, the settings in this tab cannot be used.
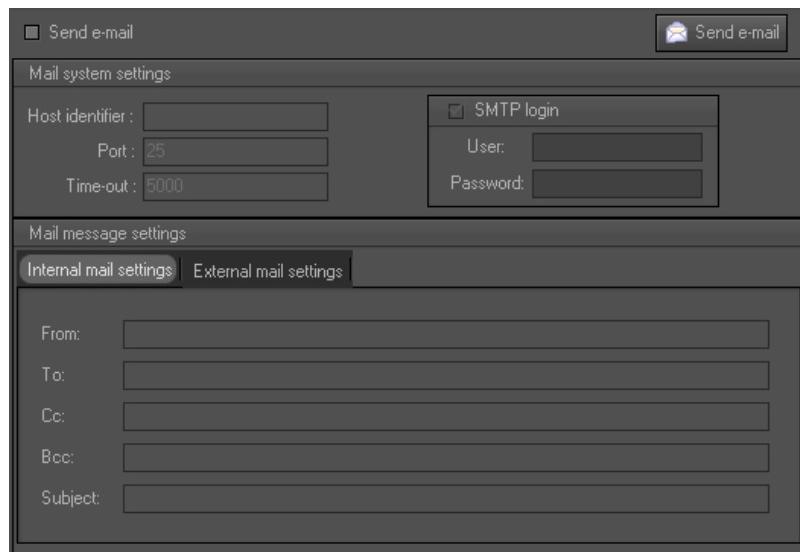
To be able to configure the e-mail account, you have to select the **Send E-Mail** check box. The fields in the Mail System Settings and Mail Message Settings group box become available.

## Configuring an E-Mail Account

In the Mail System Settings group box you have to enter the IP address and port number of the SMTP server and specify a timeout. In the SMTP Login group box you can enter a user name and password.

## Configuring a Default E-Mail Message

The Mail Message Settings group box contains two tabs: Internal Mail Settings and External Mail Settings.

The Internal Mail Settings tab can be used to configure a default e-mail message that will be sent to the EVS developers and the customer when an error occurs.

The External Mail Settings tab can be used to configure a default e-mail message that will be sent to the customer to notify him about an error. In each tab you have to enter the sender's email address, the email address of the various recipients and a subject. It should be noted that this tab is not always used.

When you insert multiple e-mail addresses in any of the header fields, make sure you separate them by a comma.

To test the settings and manually send an e-mail message, click the **Send Mail** button.

For the new settings to take effect, close and restart the application. Check the TOM.ini file in the installation folder of the application for the e-mail addresses and subject entered here.

```
[General]
TemporaryFiles.Text=edtTemporaryFilesDir
EmailWanted.Checked=0
Port.Text=25
HostID.Text=
TimeOut.Text=5000
SMTPLogin.Checked=1
MailUser.Text=
MailPasswd.Text=y1cwaD8bS1hdK17uHq8knw==
MailPasswdUnicode.Text=79CJGqDro/FCD6AsFhtZkw==
MailFrom.Text=
MailTo.Text=
MailCc.Text=
MailBcc.Text=
MailSubject.Text=
ExternMailFrom.Text=
ExternMailTo.Text=
ExternMailCc.Text=
ExternMailBcc.Text=
ExternMailSubject.Text=
cbSaveScreenDumpUnHandledErrors.Checked=1
cbSaveUnforcedErrors.Checked=1
cbSaveScreenDumphandledErrors.Checked=1
cbAutomaticLogin.Checked=0
cbUseknownDatabase.Checked=0
cbUseThisLogin.Checked=0
chkKeepConnectionAlive.Checked=0
chkTryToReconnect.Checked=0
```

# 7.3.4. IPDirector API Tab

The IPDirector API tab contains the settings that configure the connection with the IPDirector API.

Most of these settings are read-only. They can only be configured in the Configurator application.
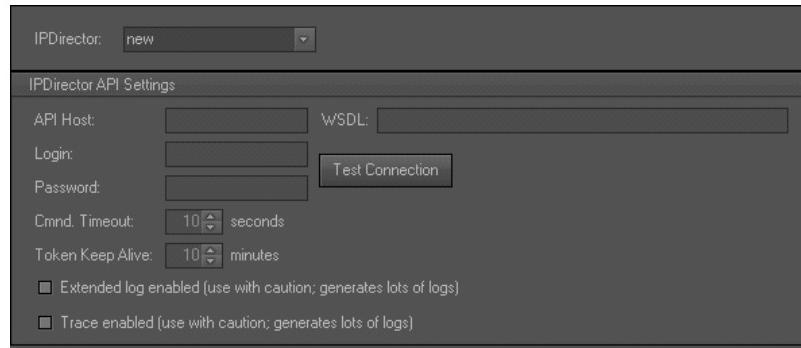


## Selecting the IPDirector Instance

If your setup has multiple IPDirectors, you have to select the right IPDirector from the **IPDirector** field. The corresponding API connection settings will appear. If your setup has only one IPDirector, it will be automatically selected. The API settings related to the IPDirector instance will appear.

## Configuring the Connection with the IPDirector API

The IPDirector API Settings group box contains the data the application needs to be able to communicate with the IPDirector API:

• **API Host**: The IP address or hostname of the server that hosts the IPDirector API.

• **Login**: The login necessary to log into the IPDirector API.

• **Password**: The password necessary to log into the IPDirector API.

• **WSDL**: The path to the IPDirector API .wsdl file. This path is automatically calculated on the basis of the IP address of the server that hosts the IPDirector API.

A **Test** button is provided allowing you to test the connection with the IPDirector API. If all data is correct, the message 'Connected' will appear. Otherwise, the message 'Connection Failed' will appear.

The **Cmnd. Timeout** field contains the number of seconds the application will wait while IPDirector attempts to execute a command, before canceling the attempt and generate an error. By default, a time interval of 10 seconds is set.

By default, the API maintains a session for 1 hour. After a period of no activity, the session expires automatically. The **Token Keep Alive** field contains a time interval after which the session timeout is reset to prevent the session from timing out. By default, this is after 10 minutes.

If the option **Extended Log Enabled** is selected, additional information will be inserted in the application logs. For example, the API messages and parameters sent by the SOAP API client (= the application). By default, this option is not selected.

If the option **Trace Enabled** is selected, even more detailed information will be inserted in the application logs. For example, the entire SOAP messages sent between the SOAP API client (= the application) and the SOAP API server (= IPDirector API). By default, this option is not selected.

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